

## LICENSING CHECKLIST – GROUP CHILD CARE CENTERS

### HFS 46

**Use of form:** Use of this form by group child care licensees is mandatory under HFS 46.11(4)(b)1. and constitutes one portion of a complete application for continuation of, or advancement to, a group child care center license. Failure to comply may result in issuance of a noncompliance statement or enforcement action. This checklist contains only selected portions of HFS 46 Group Child Care Centers. The licensee must be in compliance with all applicable rules whether or not they are included on this checklist. Refer to the rule book for the complete rule. Licensing specialists also use this form to review a group child care center's compliance with ch. HFS 46.

**Instructions:** The licensee completes the "Licensee" column and submits the completed form to the department along with any other materials necessary for continuation of the group child care center license. The licensing specialist completes the "Licensing Specialist" column during the subsequent monitoring visits(s).

|  |   |                           |                    |
|--|---|---------------------------|--------------------|
| Name – Center                          | Address – Center (Street, City, Zip Code) | Telephone Number – Center | Facility ID Number |
| Name – Center Administrator            |   | Name – Center Director    |                    |
| License Continuation Date (mm/dd/yyyy) | Licensed Capacity                         | Ages Accepted             | Hours of Operation |

#### For Department Use Only

| Code Section                                  |                  |    |  | Pg. No. | Date Reviewed | Code Section  |                 |    |  | Pg. No. | Date Reviewed |
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Date(s) – Licensing Visit(s): \_\_\_\_\_

#### COMMENTS:

## **LICENSEE INSTRUCTIONS**

- 1. If the center is in compliance with the specific rule, check "Met". Note: Some situations may have not yet occurred [e.g., 46.04(3)(a) regarding submitting a report to the department within 48 hours of the death or serious injury of a child in the care of the center]. However, please check "Met" if you understand what your responsibilities are if the situation would arise.**
- 2. If a specific rule does not apply to the center, check "N/A" for not applicable.**

## **LICENSING SPECIALIST INSTRUCTIONS**

- 1. If the center is in compliance with the specific rule, check "Met".**
- 2. If the center is not in compliance with the specific rule, check "Not Met".**
- 3. If a specific rule does not apply to the center, check "N/A" for not applicable.**
- 4. Items that have an asterisk (\*) to the left of the rule cite are items that are on the initial licensing checklist. Since these items must have been in compliance before the probationary license was issued, these items may or may not be specifically reviewed during the first probationary period.**

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>HFS 46.04 Operational requirements.</b>   |          |     |                      |         |     |          |
| (1) TERMS OF A LICENSE. (a) The number of children at a group day care center at any one time may not exceed the number for which the center is licensed.  |          |     |                      |         |     |          |
| (b) The age of children served by a center may not be younger or older than the age range specified in the license.  |          |     |                      |         |     |          |
| (c) The hours, days and months of a center's operation may not exceed those specified in the license.  |          |     |                      |         |     |          |
| (2) A group child care center licensee shall do all of the following: (a) Comply with all laws governing the facility and its operation.   |          |     |                      |         |     |          |
| (b) Comply with all requirements of this chapter.  |          |     |                      |         |     |          |
| (c) Ensure that all information provided to the department is current and accurate.  |          |     |                      |         |     |          |
| * (g)1. Submit to the department a certificate of insurance reflecting current dates of coverage for all of the following:   |          |     |                      |         |     |          |
| * a. General liability insurance which provides coverage with limits of not less than \$25,000 for each person and total limits of \$75,000 for each occurrence.   |          |     |                      |         |     |          |
| * b. Vehicle liability insurance, when transportation is provided by the center, with minimums no less than those specified in s. 121.53, Stats.   |          |     |                      |         |     |          |
| * c. Nonowned vehicle liability insurance when transportation is provided in vehicles not owned by the center, excluding public transportation vehicles and chartered vehicles, with minimums no less than those specified in s. 121.53, Stats.          |          |     |                      |         |     |          |
| * (g)2. An indication that pets are included in the liability coverage if cats or dogs are permitted in areas of the center accessible to children during the hours of operation.  |          |     |                      |         |     |          |
| * (h) Develop, submit to the department for review and implement written policies on the following subjects: (Note: Changes must be submitted to the department immediately.)  |          |     |                      |         |     |          |
| * 1. Fee payments and refunds.   |          |     |                      |         |     |          |
| * 2. Personnel, including job descriptions, hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures and the disciplinary process.                 |          |     |                      |         |     |          |
| * 3. Discharge of enrolled children.   |          |     |                      |         |     |          |
| * (i) Develop, submit to the department for approval and implement as approved written policies and plans, consistent with the requirements of this chapter, on the following subjects: (Note: Changes must be submitted to the department immediately.) |          |     |                      |         |     |          |
| * 1. Admission.  |          |     |                      |         |     |          |
| * 2. Health care. If the center is licensed to care for children under one year of age, Sudden Infant Death Syndrome risk reduction procedures shall be included.  |          |     |                      |         |     |          |
| * 3. Education.  |          |     |                      |         |     |          |
| * 4. Nutrition.  |          |     |                      |         |     |          |
| * 5. Child guidance.   |          |     |                      |         |     |          |
| * 6. Contingency plans to be followed in the event of a fire, tornado or other emergency.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.04(2)(i)7.</b>   |          |     |                      |         |     |          |
| * 7. Continuing education of staff.  |          |     |                      |         |     |          |
| * 8. Orientation of new staff and volunteers.  |          |     |                      |         |     |          |
| (j) Ensure that all published statements such as brochures and publicity releases are accurate.  |          |     |                      |         |     |          |
| (k) Display the child care license near the entrance or in some other conspicuous area of the center that is accessible to the public.   |          |     |                      |         |     |          |
| (L) Post next to the child care center license any rule violations cited by the department in its most recent inspection and any notice of enforcement action including but not limited to license revocation or nonrenewal.   |          |     |                      |         |     |          |
| (m) Ensure that any action, by commission or omission, or any condition or occurrence relating to the operation or maintenance of the child care center does not adversely affect the health, safety or welfare of any child under the care of the licensee.   |          |     |                      |         |     |          |
| * <b>(3) REPORTS.</b> The licensee shall report to the department: (a) Any death of a child in the care of the center or any accident that results in an injury requiring professional medical treatment while the child is in the care of the center. The department shall receive the report within 48 hours after the occurrence. |          |     |                      |         |     |          |
| (b) Any damage to the premises which may affect compliance with this chapter, within 24 hours after the occurrence.  |          |     |                      |         |     |          |
| (c) A change in the board chairperson, administrator or center director of a child care center, within 30 days after the change.   |          |     |                      |         |     |          |
| (d) A change of any program service, at least five days prior to the change.   |          |     |                      |         |     |          |
| (e) Statistical data required by the department on forms provided by the department.   |          |     |                      |         |     |          |
| (f) If requested by the department, a plan of correction for cited violations of this chapter or ch. 48, Stats., in a format specified by the department. The department shall receive the plan of correction by the date the department specifies and be approved by the department licensing representative.                       |          |     |                      |         |     |          |
| (g) Any known convictions, pending charges or other offenses of the licensee, child care center employees, or other persons subject to a caregiver background check which could potentially relate to the care of children at the center or activities of the center.  |          |     |                      |         |     |          |
| (h) Any changes in room usage, such as changing the way rooms are primarily used by children or using rooms not previously approved for use at least 20 working days prior to the change. Changes in room usage shall be approved by the department prior to the change.   |          |     |                      |         |     |          |
| (i) Any incident related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center within 24 hours after the occurrence.  |          |     |                      |         |     |          |
| (j) Any suspected abuse or neglect of a child by a staff member that was reported under s. HFS 46.04(8)(a) or any inappropriate discipline of a child by a staff member during the child's hours of attendance within 24 hours after the occurrence.   |          |     |                      |         |     |          |
| (k) Any incident involving law enforcement within 24 hours after the occurrence that:  |          |     |                      |         |     |          |
| 1. Involves a licensee, a household resident or an employee of the center in an incident that causes, or threatens to cause physical or serious emotional harm to an individual, including a child in the care of the center.  |          |     |                      |         |     |          |
| 2. Involves any traffic-related incident where a person responsible for the violation transports children in the care of the center.   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES  | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.04(3)(L)</b>  |          |     |                      |         |     |          |
| (L) Any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the licensee. Notification shall be provided in writing before the construction or remodeling begins.  |          |     |                      |         |     |          |
| <b>(4) PARENTS.</b> (a) The center administrator shall notify the parents of an enrolled child of all of the following:   |          |     |                      |         |     |          |
| 1. When their child has been exposed to a diagnosed or suspected communicable disease reportable under ch. HFS 145 and transmitted through normal contact.  |          |     |                      |         |     |          |
| 2. Immediately, if the child becomes ill or is injured seriously enough to require professional medical treatment.  |          |     |                      |         |     |          |
| 3. When they pick up the child or when the child is delivered, if the child sustains a minor injury.  |          |     |                      |         |     |          |
| 4. Of the date, time and destination of any field trip which requires the use of a vehicle.   |          |     |                      |         |     |          |
| (b) The center shall permit parents to visit and observe at any time during the center's hours of operation, unless access is prohibited or restricted by court order.  |          |     |                      |         |     |          |
| (c) The center shall make opportunities available at least twice each year for parent and staff communication regarding the child's adjustment to the program and the child's growth and development.   |          |     |                      |         |     |          |
| * (d) If religious training is part of the center program, reference to the religious component shall be included in any publicity and in the education policy. This information shall be shared with parents.  |          |     |                      |         |     |          |
| (e) The center shall provide a summary of this chapter to the parents of each child upon the child's enrollment.  |          |     |                      |         |     |          |
| (f) A copy of this chapter shall be posted or available in an area of the center where parents are likely to see it.  |          |     |                      |         |     |          |
| (g) A copy of the child care policies of the center shall be made available to the parents in an area of the center accessible to parents. Personnel policies need not be included.   |          |     |                      |         |     |          |
| * <b>(5) STAFF RECORDS.</b> (a) The licensee shall maintain a file on each employee which is available for examination by the licensing representative at the center. An employee's file shall include all of the following: (CFS-1675A, Staff Records Checklist – Group Child Care Centers, may be used to check multiple staff records for compliance.)           |          |     |                      |         |     |          |
| * 1. The employee's name, address, date of birth, education, position, previous work experience in child care including reason for leaving previous positions, and the name, address and telephone numbers of persons to be notified in an emergency. (CFS-53, Staff Record – Child Care Centers, may be used for recording staff information.                      |          |     |                      |         |     |          |
| * 2. A background information disclosure form, completed prior to the employee's first day of employment and every 4 years thereafter, that does not reveal any information which may preclude the person's employment under s. 48.685, Stats., or ch. HFS 12. (Use HFS-64, Background Information Disclosure, form for reporting employee background information.) |          |     |                      | *       |     |          |
| * 3. A complete caregiver background check as specified in s. 48.685, Stats., and ch. HFS 12 including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment and every 4 years thereafter.   |          |     |                      | *       |     |          |
| * 4. The physical examination report required under s. HFS 46.05(1)(j)1.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.04(5)(a)5.</b>   |          |     |                      |         |     |          |
| * 5. Documentation of the employee's educational qualifications for the position, and of orientation and continuing education received as required under s. HFS 46.05(2). (CFS-53A, Staff Continuing Education Record – Child Care Centers, may be used to document the completion of continuing education.)   |          |     |                      |         |     |          |
| (b) Adults who work at the center and who are compensated from sources other than the center, and student teachers, shall meet the staff record requirements specified in par. (a)1., 2. and 3.  |          |     |                      |         |     |          |
| <b>(6) CHILDREN'S RECORDS.</b> (a) The licensee shall maintain a current written record obtained prior to the child's first day of attendance or subsequent re-enrollment at the center on each child enrolled and shall make the record available to the licensing representative on request. Each record shall include all of the following: (CFS-1675, Children's Records Checklist – Child Care Centers, may be used to check multiple children's records for compliance.) |          |     |                      |         |     |          |
| 1. Enrollment information consisting of: a. The name and birthdate of the child.   |          |     |                      |         |     |          |
| b. The full names of the child's parents.  |          |     |                      |         |     |          |
| c. The child's home address and telephone number.  |          |     |                      |         |     |          |
| d. An address and telephone number where a parent can be reached while the child is in care.   |          |     |                      |         |     |          |
| e. The name, address, telephone number and relationship to the child of a person to be notified in an emergency when a parent cannot be reached immediately.   |          |     |                      |         |     |          |
| f. The name, address and telephone number of a physician or medical facility caring for the child.   |          |     |                      |         |     |          |
| g. The names, addresses and telephone numbers of persons other than a parent authorized to call for the child or to accept the child who is dropped off.   |          |     |                      |         |     |          |
| h. The child's first day of attendance at the center.  |          |     |                      |         |     |          |
| i. For an infant, or toddler, a current statement from the parent about the infant or toddler's habits of eating, sleeping, toileting and communication, and specific techniques which appear to comfort the child. (CFS-61, Intake for Child Under 2 Years – Child Care Centers, may be used for recording information about each child under 2 years of age.)  |          |     |                      |         |     |          |
| 2. Written consent from the parent for emergency medical care or treatment. (CFS-62, Child Enrollment – Child Care Centers, may be used to obtain consent of the child's parent for emergency medical treatment.)  |          |     |                      |         |     |          |
| 3. Authorization from the parent to transport the child to and from the center, when transportation is provided. (CFS-56, Transportation Permission – Child Care Centers may be used to obtain authorization to transport children to and from the Center.   |          |     |                      |         |     |          |
| 4. Authorization from the parent for the child to participate in and be transported for field trips and other activities, if these are part of the center's program. (CFS-58, Field Trip or Other Activity Notification / Permission – Child Care Centers, may be used for securing parental information. CFS-62 also contains authorization from a parent to participate in field trips if the center chooses to use that form.)  |          |     |                      |         |     |          |
| 5. Authorization from the parent outlining the plan for a school-age child to come to the center from school, home or other activities and to go from the center to school, home or other activities. (CFS-104, School-Age Agreement – Child Care Centers, may be used for securing the parent's signed agreement.)  |          |     |                      |         |     |          |
| 6. Documentation of each child's health history on a form provided by the department. (Use CFS-2345, Health History and Emergency Care Plan, to collect health history information.)   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.04(6)(a)6m.</b>  |          |     |                      |         |     |          |
| 6m. Documentation of each child's immunization history. (DPH-4192, Child Care Immunization Record, may be used to record immunization information.)  |          |     |                      |         |     |          |
| 7. Specific informed written consent from the parent for each incident of participation by a child in any research or testing project.   |          |     |                      |         |     |          |
| * (b) The licensee shall maintain a written record of the daily attendance and date of birth of each child for the length of time the child is enrolled in the program. The hours of arrival and departure for each child shall be recorded if hours of arrival and departure vary among children.   |          |     |                      |         |     |          |
| * (c) The licensee shall maintain a log or logs for medication and injury and shall record daily any injuries received by a child or medication dispensed to a child, as follows:  |          |     |                      |         |     |          |
| * 1. The log shall be in a book with stitched binding with pages that are lined and numbered. The pages may not be removed or lines skipped.   |          |     |                      |         |     |          |
| 2. Entries shall be made in ink on the date of occurrence and shall be dated and signed or initialed by the person making the entry.   |          |     |                      |         |     |          |
| <b>(7) CONFIDENTIALITY.</b> The licensee is responsible for the compliance of child care center employees and volunteers with s. 48.78, Stats., and this subsection. The licensee shall ensure that:   |          |     |                      |         |     |          |
| (a) Persons having access to children's records do not discuss or disclose personal information regarding the children and facts learned about the children and their relatives. This does not apply to:   |          |     |                      |         |     |          |
| 1. The parent or a person authorized in writing by the parent to receive the information.  |          |     |                      |         |     |          |
| 2. Any agency assisting in planning for the child when informed written parental consent has been given.   |          |     |                      |         |     |          |
| 3. Agencies authorized under s. 48.78, Stats.  |          |     |                      |         |     |          |
| (b) A parent, upon request, has access to all records and reports maintained on his or her child.  |          |     |                      |         |     |          |
| (c) All records required by the department under this chapter for licensing purposes are available to the licensing representative.  |          |     |                      |         |     |          |
| * <b>(8) REPORTING CHILD ABUSE.</b> (a) A licensee, employee or volunteer at a child care center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02(1) and 48.981(1), Stats., shall immediately contact the county department of social services or human services or a local law enforcement agency, as required by s. 48.981, Stats. |          |     |                      | *       |     |          |
| (b) The licensee shall ensure that every employee and volunteer who comes in contact with the children at the child care center has received training every two years in all of the following: (Use CFS-2026, Group Child Care Staff Orientation Checklist.)   |          |     |                      |         |     |          |
| 1. Child abuse and neglect law.  |          |     |                      |         |     |          |
| 2. How to identify children who have been abused or neglected.   |          |     |                      |         |     |          |
| * 3. The procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.  |          |     |                      |         |     |          |
| <b>HFS 46.05 Staffing.</b>   |          |     |                      |         |     |          |
| <b>(1) RESPONSIBILITIES AND QUALIFICATIONS OF STAFF.</b> (a) <i>Competency.</i> A child care worker, including the center administrator, center director, child care teachers, assistant child care teachers, and volunteers counted in the staff-to-child ratio shall be physically, mentally and emotionally able to provide responsible care for children.                                      |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES  | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.05(1)(b)</b>  |          |     |                      |         |     |          |
| * (b) <i>Administrator.</i> 1. The licensee may act as administrator of a group child care center. If the licensee does not act as administrator, the licensee shall designate a person or persons to be the administrator or administrators of the center. The administrator shall be responsible for the center's management, including personnel, finance, physical plant and the day-to-day operation of the center. (CFS-1675A, Staff Records Checklist – Group Child Care Centers, may be used to check multiple staff records for compliance.) |          |     |                      |         |     |          |
| 2. An administrator shall: a. Be at least 21 years of age.  |          |     |                      |         |     |          |
| b. Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.  |          |     |                      |         |     |          |
| 3. Before a person assumes the position of administrator, the person shall have both of the following:  |          |     |                      |         |     |          |
| a. One year of experience as a manager or satisfactory completion of one credit or non-credit department approved course in business or program administration.   |          |     |                      |         |     |          |
| b. One year of experience as a center director or child care teacher in a licensed child care center or kindergarten or satisfactory completion of one non-credit department-approved course or one course for credit in early childhood education or its equivalent.   |          |     |                      |         |     |          |
| (c) <i>Center director.</i> 1. The licensee may act as the center director. If the licensee does not act as center director, the licensee shall designate a person or persons to be the center director for each center location. (CFS-1675A, Staff Records Checklist – Group Child Care Centers, may be used to check multiple staff records for compliance.)  |          |     |                      |         |     |          |
| 2. The center director shall be responsible for the supervision of the planning and implementation of the center's program for children, the supervision of staff at the center, staff meetings and orientation and continuing education for the staff.   |          |     |                      |         |     |          |
| 3. A center director shall be employed on one of the following schedules:   |          |     |                      |         |     |          |
| * a. At least 10 hours a week for the exclusive purpose of carrying out center director responsibilities in a single full day center location licensed for 50 or fewer children.  |          |     |                      |         |     |          |
| * b. At least 20 hours a week for the exclusive purpose of carrying out center director responsibilities in a single full day center location licensed for 51 or more children.   |          |     |                      |         |     |          |
| * 4. A center director shall: a. Be at least 21 years of age.   |          |     |                      |         |     |          |
| * b. Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.  |          |     |                      |         |     |          |
| * 5. Before a person assumes the position of center director for a center licensed to serve 50 or fewer children, the person shall have completed or obtained one of the training and experience combinations shown in Table 46.05-A.   |          |     |                      |         |     |          |
| * 6. Before a person assumes the position of center director for a center licensed to serve 51 or more children, the person shall have completed or obtained one of the training and experience combinations shown in Table 46.05-B.  |          |     |                      |         |     |          |
| (d) <i>Child care teacher.</i> 1. A child care teacher shall plan, implement and supervise the daily activities for a group of children. (CFS-1675A, Staff Records Checklist – Group Child Care Centers, may be used to check multiple staff records for compliance.)   |          |     |                      |         |     |          |



| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.05(1)(d)2.</b>   |          |     |                      |         |     |          |
| 2. A person who is a child care teacher shall be at least 18 years of age and have completed high school or its equivalent as determined by the Wisconsin department of public instruction.  |          |     |                      |         |     |          |
| 3. Prior to assuming the position, a person hired to be a child care teacher shall be qualified in one of the training and experience combinations shown in Table 46.05-C.   |          |     |                      | *       |     |          |
| (e) <i>Assistant child care teacher.</i> 1. An assistant child care teacher shall work under the supervision of a child care teacher with a group of children. (CFS-1675A, Staff Records Checklist – Group Child Care Centers, may be used to check multiple staff records for compliance.)  |          |     |                      |         |     |          |
| 2. A person hired to be assistant child care teacher shall be qualified in one of the following ways:  |          |     |                      |         |     |          |
| a. The person shall be at least 18 years old and have satisfactorily completed one non-credit department-approved course in early childhood education or completes that training with 6 months after assuming the position. Note: <i>Introduction to the Child Care Profession</i> is the name of the non-credit course approved by the Department to meet the entry level training requirements for a child care assistant teacher. |          |     |                      |         |     |          |
| b. The person shall be at least 18 years old and have satisfactorily completed one course for credit in early childhood education or its equivalent at an institution of higher education, or is enrolled in that course within 6 months after assuming the position.  |          |     |                      |         |     |          |
| c. The person shall have satisfactorily completed an assistant child care teacher training program approved by the Wisconsin department of public instruction.   |          |     |                      |         |     |          |
| 3. A parent serving as an assistant child care teacher in a center operated by a parent cooperative is exempt from the training requirements under subd. 2.  |          |     |                      |         |     |          |
| (f) <i>Noncredit course criteria.</i> 1. A noncredit course shall involve at least 36 hours of classroom participation or equivalent hours of participation for a correspondence course.   |          |     |                      |         |     |          |
| 2. Noncredit courses offered to meet the noncredit course requirements specified in this subsection shall be approved by the department prior to being offered. The department may at any time withdraw its approval of a noncredit course.  |          |     |                      |         |     |          |
| (g) <i>Certificate.</i> Beginning January 1, 1998, each administrator, center director and child care teacher hired at a center on or after January 1, 1998, shall obtain a certificate from the registry of the Wisconsin early childhood professional recognition system within three months after assuming the position as evidence of meeting the education and experience qualifications in this subsection.                    |          |     |                      |         |     |          |
| (h) <i>Substitutes.</i> 1. When a regular required staff member is absent from a center, there shall be a substitute.  |          |     |                      |         |     |          |
| 2. A substitute employed by the same licensee for more than 240 hours a year shall meet the qualifications of the position in which he or she is to work as a substitute or be currently enrolled in training to meet those qualifications.  |          |     |                      |         |     |          |
| 3. The center director or designee shall maintain a record of the days and hours worked by each substitute child care worker.  |          |     |                      |         |     |          |
| (i) <i>Volunteers and student teachers.</i> 1. Volunteers and student teachers shall participate in the orientation required under sub. (2)(a).  |          |     |                      |         |     |          |
| 2. A volunteer included in determining staff-to-child ratios shall meet the requirements of the position the volunteer is filling.   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.05(1)(i)3.</b>   |          |     |                      |         |     |          |
| 3. Volunteers not included in determining staff-to-child ratios shall have at least two hours of training in day care programming and procedures before working in the classroom. This includes volunteers working in a center operated by a parent cooperative.   |          |     |                      |         |     |          |
| 4. The center director or designee shall coordinate the volunteer program and keep on file a schedule of the hours of volunteers who are included in determining staff-to-child ratios.  |          |     |                      |         |     |          |
| 5. Student teachers who are not employed by the child care center may not be considered by the child care center in determining staff-to-child ratios while gaining their student-teacher experience.  |          |     |                      |         |     |          |
| (j) <i>Health qualifications.</i> 1. Except as provided under subd. 2., persons who work directly with children, except volunteers, shall have a health examination within 12 months prior to beginning work at a specific child care center or within 30 days after beginning work at the center. The results of the examination shall be stated on a form provided by the department. The report shall be dated and signed by a licensed physician, physician assistant or HealthCheck provider. (Use CFS-54, Staff Health Report – Child Care Centers.) |          |     |                      |         |     |          |
| 3. No licensee, employee, volunteer, visitor or parent with symptoms of serious illness or a communicable disease transmitted through normal contact reportable under ch. HFS 145 which presents a present safety or health risk to children may be in contact with the children in care.  |          |     |                      |         |     |          |
| 4. a. No licensee, employee, volunteer, visitor, or parent whose behavior gives reasonable concern for the safety of children may be in contact with the children in care.   |          |     |                      | *       |     |          |
| 5. No person with a health history of typhoid, paratyphoid, dysentery or other diarrheal disease may work in a center until it is determined by appropriate tests that the person is not a carrier of the disease.   |          |     |                      |         |     |          |
| * <b>(2) STAFF DEVELOPMENT.</b> (a) <i>Orientation.</i> Except as provided under subd. 2., each center shall develop and implement a written orientation program which all new employees, substitutes and regularly scheduled volunteers shall complete and document within their first week at the center. The orientation program shall cover all of the following:  |          |     |                      | *       |     |          |
| * 1. Review of this chapter.   |          |     |                      |         |     |          |
| * 2. Review of center policies required under s. HFS 46.04(2)(h) and (i).  |          |     |                      |         |     |          |
| * 3. Review of the center contingency plans required under s. HFS 46.04(2)(i) including fire and tornado evacuation plans and the operation of fire extinguishers.   |          |     |                      |         |     |          |
| * 4. First aid procedures.   |          |     |                      |         |     |          |
| * 5. Job responsibilities in relation to the job description.  |          |     |                      |         |     |          |
| * 6. Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions for handling body fluids.  |          |     |                      |         |     |          |
| * 7. Schedule of activities of the center.   |          |     |                      |         |     |          |
| * 8. Review of child abuse and neglect laws and center reporting procedures.   |          |     |                      |         |     |          |
| * 9. The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times.   |          |     |                      |         |     |          |
| * 10. Child management techniques.   |          |     |                      |         |     |          |
| * 11. Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day.   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.05(2)(a)12.</b>  |          |     |                      |         |     |          |
| * 12. Review of procedures to reduce the risk of sudden infant death syndrome prior to an employee's or volunteer's first day of work, if the center is licensed to care for children under one year of age.   |          |     |                      |         |     |          |
| (b) <i>Staff meetings.</i> To ensure that staff have the opportunity to receive pertinent information and clarification of problems and issues, each center shall conduct staff meetings at least nine times in a calendar year or one time for each month of center operation and document that staff meetings have been held.  |          |     |                      |         |     |          |
| (c) <i>Continuing education.</i> 1. Each administrator, center director and child care worker who works more than 20 hours a week shall participate in at least 25 hours of continuing education each year. (CFS-1675A, Staff Records Checklist – Group Child Care Centers, may be used to check multiple staff records for compliance. CFS-53A, Staff Continuing Education Record – Child Care Centers, may be used to record continuing education for individual staff members.) |          |     |                      |         |     |          |
| 2. Each administrator, center director and child care worker who works 20 or fewer hours a week shall participate in at least 15 hours of continuing education each year.  |          |     |                      |         |     |          |
| 3. Continuing education hours may be used to meet the continuing education requirement during the year in which the hours are earned and for the 2 years following that year.  |          |     |                      |         |     |          |
| 4. Continuing education courses taken for credit through an institution of higher education may be used to meet the continuing education requirement during the year the credits were earned and for the following 2 years.  |          |     |                      |         |     |          |
| 5. Assistant child care teachers who are currently enrolled in their first entry level course are not required to earn continuing education hours for that calendar year.  |          |     |                      |         |     |          |
| 6. All staff members in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation within 6 months after beginning to work with children. The time spent obtaining or renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours.  |          |     |                      |         |     |          |
| 9. Independent reading and watching of educational materials may be counted for up to 5 hours of continuing education per year for each person required under par. (c) 1. to have 25 hours of continuing education, and up to 2.5 hours of continuing education per year for each person required under par. (c) 2. to have 15 hours of continuing education.  |          |     |                      |         |     |          |
| 10. Each administrator and center director shall complete at least 10 hours of training in supervision or personnel management within one year of assuming the position as part of the annual continuing education requirement, if they have not previously received that training.  |          |     |                      |         |     |          |
| (d) <i>Food service personnel orientation and training.</i> The center shall provide food service personnel with the orientation under par. (a) and shall document annual training of at least four hours in kitchen sanitation, food handling and nutrition.  |          |     |                      |         |     |          |
| * <b>(3) SUPERVISION.</b> (a) At least one child care teacher shall supervise each group of children.  |          |     |                      |         |     |          |
| (b) Assistant child care teachers who have completed the training required for the position may provide supervision to children in full day care centers for opening and closing hours, not to exceed the first two hours and the last two hours of center operation.  |          |     |                      |         |     |          |
| (c) Each child shall be closely supervised by a child care worker.   |          |     |                      | *       |     |          |
| (d) A child care worker may not provide care to children at the center more than ten hours in any 24 hour period.  |          |     |                      |         |     |          |
| (e) A child may not be in care more than 12 hours in any 24 hour period.   |          |     |                      | *       |     |          |
| * (f) The center shall implement a procedure to ensure that the number and names of children in care are known to assigned child care workers at all times.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   |  |                                       | Licensee |     | Licensing Specialist |         |     |
|--|--|---------------------------------------|----------|-----|----------------------|---------|-----|
| 46.05(3)(g)  |  |                                       | Met      | N/A | Met                  | Not Met | N/A |
| (g) A child may not be released to any person who has not been previously authorized by the parent.  |  |                                       |          |     |                      |         |     |
| (4) STAFFING AND GROUPING. (a) The maximum number of children in a group may not exceed the number specified in Table 46.05-D.   |  |                                       |          |     |                      | *       |     |
| * (b) The ratio of child care workers to children may not be less than the minimum number of child care workers to children specified in Table 46.05-D.  |  |                                       |          |     |                      | *       |     |
| <b>TABLE 46.05-D</b><br><b>MAXIMUM GROUP SIZE AND MINIMUM NUMBER OF</b><br><b>CHILD CARE WORKERS IN GROUP CHILD CARE CENTERS</b>   |  |                                       |          |     |                      |         |     |
| Age of Children  | Minimum Number of Child Care Workers to Children | Maximum Number of Children in a Group |          |     |                      |         |     |
| Birth to 2 years   | 1:4  | 8                                     |          |     |                      |         |     |
| 2 years to 2 ½ years   | 1:6  | 12                                    |          |     |                      |         |     |
| 2 ½ years to 3 years   | 1:8  | 16                                    |          |     |                      |         |     |
| 3 years to 4 years   | 1:10   | 20                                    |          |     |                      |         |     |
| 4 years to 5 years   | 1:13   | 24                                    |          |     |                      |         |     |
| 5 years to 6 years   | 1:17   | 32                                    |          |     |                      |         |     |
| 6 years and over   | 1:18   | 32                                    |          |     |                      |         |     |
| * (c) When eight or fewer children are present in a center, there shall be a second adult available within five minutes for emergencies. The center shall maintain a signed and dated statement from that person, including address and telephone number, certifying that the person is available and agrees to serve if needed. |  |                                       |          |     |                      |         |     |
| (d) Maximum group size does not apply to field trips, outdoor play areas, pools and areas of the center reserved exclusively for eating, but staff-to-child ratios shall be maintained in those settings.  |  |                                       |          |     |                      |         |     |
| (e) During nap time an adjustment in group size and staff-to-child ratios in Table 46.05-D may be made as follows:   |  |                                       |          |     |                      |         |     |
| 1. One child care worker shall be within sight or sound of each group of sleeping children. If at least one child is awake, sight and sound supervision of awake children is required.   |  |                                       |          |     |                      |         |     |
| 2. Adult to child ratios shall be maintained in the center during nap time.  |  |                                       |          |     |                      |         |     |
| 3. Maximum group size requirements do not apply to napping groups.   |  |                                       |          |     |                      |         |     |
| (f) Where there is a mixed age group, the staff-to-child ratio shall be adjusted on a prorata basis, according to age.   |  |                                       |          |     |                      | *       |     |
| (g) When infants and toddlers are part of a mixed age group, the size of the group may not exceed eight.   |  |                                       |          |     |                      | *       |     |
| (h) When the group of children is a mixed age group of children two years and older, the group size shall be determined by the number of children that can be cared for by two child care workers as determined by the staff-to-child prorata requirement under par. (f).  |  |                                       |          |     |                      | *       |     |
| (i) In a center with nine or more children present, there shall be at least two adults available in the center at all times. At least one of the adults shall be a child care worker directly involved in the supervision and care of the children.  |  |                                       |          |     |                      |         |     |
| (j) When nine or more children are on a field trip there shall be at least two adults accompanying the children and the staff-to-child ratios in Table 46.05-D shall be maintained. At least one of the adults shall be a child care teacher.  |  |                                       |          |     |                      |         |     |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.05(4)(k)</b>   |          |     |                      |         |     |          |
| (k) Support staff, such as clerical, housekeeping and food service staff, may only be considered in determining the staff-to-child ratios: 1. During those hours when they give full attention to the care and supervision of children.  |          |     |                      |         |     |          |
| 2. If they meet the qualifications for a child care worker.  |          |     |                      |         |     |          |
| (L) Child care workers shall be free of nonclassroom duties when they are counted in meeting the staff-to-child ratios.  |          |     |                      |         |     |          |
| (m) Children of staff who attend the center and who are on the premises for supervision and care shall be included in determining group size and staff-to-child ratios.  |          |     |                      |         |     |          |
| <b>HFS 46.06 Physical plant and furnishings.</b>   |          |     |                      |         |     |          |
| * <b>(1) BUILDING.</b> (a) The building in which a center is located shall comply with applicable state and local building codes. The licensee shall maintain a report of inspection of the building, which specifies that the building meets the Wisconsin commercial building codes for use as a group child care center.  |          |     |                      |         |     |          |
| (b) The department shall be given written notice of proposed construction, remodeling of existing space or change in rooms to be used by children prior to the initiation of the changes.  |          |     |                      |         |     |          |
| * (c) Space designated for use by children may only be used by children and staff and may not be used for other purposes while the center is open.   |          |     |                      |         |     |          |
| (d) The inside temperature may not be less than 67° F.   |          |     |                      |         |     |          |
| * (e) If the inside temperature exceeds 80° F., the licensee shall provide for air circulation with fans or by other means.  |          |     |                      |         |     |          |
| * <b>(2) PROTECTIVE MEASURES.</b> (a) The indoor and outdoor premises shall be free of hazards.  |          |     |                      | *       |     |          |
| * (b) Steam radiators, fireplaces, wood burning stoves, electric fans, electric outlets, electrical heating units and hot surfaces, such as pipes, shall be protected by screens or guards so that children cannot touch them.   |          |     |                      |         |     |          |
| * (c) Firearms, ammunition and other potentially dangerous items may not be kept on the premises.  |          |     |                      | *       |     |          |
| * (d) Materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs and other articles hazardous or poisonous to children shall be in properly marked containers and stored in areas inaccessible to children.  |          |     |                      | *       |     |          |
| * (e) A motor vehicle shall be immediately available at the center at all times in case of an emergency if a public or private rescue or emergency vehicle cannot arrive at the center within ten minutes of a phone call.   |          |     |                      |         |     |          |
| * (f) The center shall have a working telephone or access to a working telephone on the premises during hours of operation, with a list of emergency telephone numbers, including telephone numbers for the local rescue squad, fire department, police department or other law enforcement agency, poison control center and emergency medical service posted near each telephone. In this paragraph, "telephone" does not include a pay telephone requiring payment to reach the operator or a telephone in a locked room. |          |     |                      |         |     |          |
| * (g) Stairs, walks, ramps and porches shall be maintained in a safe condition and free from the accumulation of water, ice or snow.   |          |     |                      |         |     |          |
| (h) Smoking is prohibited on the premises of the center when the children are present.   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.06(2)(i)</b>   |          |     |                      | *       |     |          |
| (i) A licensee, employee, volunteer or other individual in contact with children may not consume alcoholic beverages or any non-prescribed controlled substances, as specified in ch. 961, Stats., or be under the influence of any alcohol or non-prescribed controlled substance during the hours of the center's operation. |          |     |                      |         |     |          |
| (j) Children may not be allowed in an area where power tools are in use.   |          |     |                      |         |     |          |
| * (k) A hot tub located in a room or area accessible to children shall have a visible, locked, rigid cover or be enclosed by a locked fence at least 4 feet tall. The lock shall be installed so that the lock is inaccessible to children.  |          |     |                      |         |     |          |
| * (L) If a hot tub is located in a room or area not intended for use by children, access to the room or area shall be controlled through the use of a visibly locked door. The lock shall be installed so that the lock is inaccessible to children.   |          |     |                      |         |     |          |
| * <b>(3) EMERGENCIES.</b> Each center shall have a written plan for responding to a fire, tornado, a tornado warning or other emergency. A center shall do all of the following:   |          |     |                      |         |     |          |
| * (a) Post the plan and practice implementing it monthly.  |          |     |                      |         |     |          |
| (b) Make sure that all staff members know what their duties are if there is a fire, tornado, tornado warning or other emergency.   |          |     |                      |         |     |          |
| * (c) Keep a written record of dates and times of the monthly fire or tornado practice.  |          |     |                      |         |     |          |
| * <b>(4) FIRE PROTECTION.</b> (a) Each fire extinguisher on the premises of a center shall be operable at all times, inspected once a year by a qualified person and bear a label indicating its present condition and date of the last inspection.  |          |     |                      |         |     |          |
| (b) All staff members shall be instructed in and knowledgeable about the use of the fire extinguishers.  |          |     |                      |         |     |          |
| * (c) Each floor used by children shall have at least two exits.   |          |     |                      |         |     |          |
| * (d) Exits and exit passageways shall have a minimum clear width of three feet and be unobstructed by furniture or other objects.   |          |     |                      |         |     |          |
| * (e) An extension cord may not be used permanently with an appliance.   |          |     |                      |         |     |          |
| * (f) No more than two electrical appliances may be plugged into any one wall outlet.  |          |     |                      |         |     |          |
| * (g) The door to the basement and furnace room shall be closed.   |          |     |                      |         |     |          |
| * (h) Areas under stairs may not be used for storage.  |          |     |                      |         |     |          |
| * (i) All exit lights shall be lit at all times.   |          |     |                      |         |     |          |
| * (j) Fire alarms and smoke detectors shall be maintained in good working order and shall be tested weekly and a record shall be kept of the test results.   |          |     |                      |         |     |          |
| * (k) Unvented gas, oil or kerosene space heaters are prohibited.  |          |     |                      |         |     |          |
| * <b>(5) SANITATION.</b> (a) The premises shall be free from litter, clean and in good repair.   |          |     |                      |         |     |          |
| * (b) 1. There shall be no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.  |          |     |                      | *       |     |          |
| * 2. No lead-based paint or other toxic finishing material may be used.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES  | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.06(5)(c)</b>  |          |     |                      |         |     |          |
| * (c) Garbage containers in the building shall be rigid, covered, watertight and emptied daily or more often as needed. Compactors need not be emptied daily. Garbage and refuse stored out of doors shall be kept in a leak-proof containers equipped with tight-fitting covers and shall be disposed of as necessary to prevent decomposition or overflow.  |          |     |                      |         |     |          |
| * (d) Furnishings, toys, cots and other equipment shall be washed or cleaned when they become soiled. Eating surfaces shall be washed and sanitized before and after each use.  |          |     |                      |         |     |          |
| * (e) 1. Toilet rooms and fixtures shall be in a sanitary condition at all times.   |          |     |                      |         |     |          |
| 2. Potty chair receptacles shall be emptied and rinsed and the potty chair and receptacle shall be disinfected immediately after each use with a chlorine bleach solution of one tablespoon to one quart of water, made fresh daily.  |          |     |                      |         |     |          |
| * (f) Windows and doors that are used for ventilation shall be screened.  |          |     |                      |         |     |          |
| * (g) The premises shall be maintained to prevent the entrance or harborage of vermin.  |          |     |                      |         |     |          |
| * <b>(6) WATER.</b> (a) A safe supply of drinking water shall be available to children at all times from a drinking fountain of the angle jet type or by use of disposable cups. Common use of drinking cups is prohibited.   |          |     |                      |         |     |          |
| * (b) If the center gets its water from a private well, the following shall apply:  |          |     |                      |         |     |          |
| * 1. Water samples from the well shall be tested annually for lead and bacteria by a laboratory certified under ch. HFS 165 and found bacteriologically safe. The laboratory report shall be available to the department upon request.  |          |     |                      |         |     |          |
| * 2. A center serving children under six months of age shall have the water tested annually for nitrate levels.   |          |     |                      |         |     |          |
| * 3. If water test results indicate the water is bacteriologically unsafe or has nitrate levels that exceed the recommended limits, the water shall be appropriately treated and re-tested until it is determined to be safe. Bottled water shall be used until the water is determined to be safe.   |          |     |                      |         |     |          |
| * <b>(7) INDOOR SPACE.</b> (a) The space used by children shall be no less than 35 square feet of usable floor space for each child, exclusive of passageways, kitchens, bathrooms, coat storage areas, offices, storage areas, isolation quarters, staff room, furnace room, parts of rooms occupied by stationary equipment, and areas not at all times available to children, including areas used exclusively for large muscle activity, napping or eating. |          |     |                      |         |     |          |
| * (b) There shall be additional storage space for cots, bedding, supplies and equipment not in use.   |          |     |                      |         |     |          |
| * <b>(8) FURNISHINGS.</b> (a) Furnishings shall be durable and safe, with no sharp, rough, loose or pointed edges.  |          |     |                      |         |     |          |
| * (b) Tables and seating shall be scaled to the proper height and size for the children's comfort and reach.  |          |     |                      |         |     |          |
| * (c) 1. Except as provided in subd. 2., in a center where meals are served, seating shall be at least equal to the licensed capacity of the center, excluding infants, so that the children can be served at the same time, and there shall be space at a table for each child.  |          |     |                      |         |     |          |
| * 2. In a center where meals are served in a central lunchroom, seating and tablespace shall be at least equal to the number of children to be served in a shift.   |          |     |                      |         |     |          |
| * (d) Shelves shall be provided for equipment and supplies in rooms used by children. Equipment and supplies shall be arranged in an orderly fashion so that children may select, use and replace items.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.06(8)(e)</b>   |          |     |                      |         |     |          |
| * (e) There shall be sufficient storage space for clothing and personal belongings to accommodate the clothing and personal belongings of as many children as are in the licensed capacity of the center. For children two years of age and older, the space for outer garment storage shall be at child level.  |          |     |                      |         |     |          |
| * (f) A safe, washable cot, bed, two inch thick mat or sleeping bag shall be provided for each child 12 months old or older who naps or sleeps.  |          |     |                      |         |     |          |
| * (g) A safe, washable crib or playpen shall be provided for use of each child less than 12 months old who naps or sleeps. A crib or playpen shall be washed and disinfected between changes in occupancy.   |          |     |                      |         |     |          |
| * <b>(9) KITCHENS.</b> (a) <i>Equipment and utensils.</i> 1. When meals are prepared or heated on the premises, the kitchen shall be equipped with a microwave or stove with an oven, a refrigerator, a sink and utensils that are necessary to prepare and serve meals. The sink shall be used exclusively for food preparation and dishwashing.      |          |     |                      |         |     |          |
| * 2. All equipment and utensils shall have smooth, hard surfaces, be easily cleanable, in good repair, durable, nontoxic and free of cracks, seams, chips and roughened areas, and shall be maintained in a clean and sanitary condition.  |          |     |                      |         |     |          |
| * 3. Food preparation tables shall be durable, and surfaces shall be smooth, nonabsorbent and easily cleanable.  |          |     |                      |         |     |          |
| * 4. After cleaning, utensils shall be stored in a clean, dry place and protected from contamination.  |          |     |                      |         |     |          |
| * 5. Single service utensils shall be nontoxic, stored in a clean, dry place, kept covered, and may not be reused.   |          |     |                      |         |     |          |
| 6. Infant bottles and nipples may not be reused without first being cleaned and sanitized.   |          |     |                      |         |     |          |
| (b) <i>Dishwashing procedures.</i> 1. All kitchen utensils and food contact surfaces used for preparation, storage or serving of food shall be thoroughly cleaned and sanitized after each use.  |          |     |                      |         |     |          |
| 2. All utensils and dishes shall be scraped, sorted and prewashed under running water.   |          |     |                      |         |     |          |
| 3. For manual washing of dishes and utensils, a three step procedure shall be used:  |          |     |                      |         |     |          |
| * a. Wash in water between 110° and 125° F., using an effective soap or detergent.   |          |     |                      |         |     |          |
| b. Rinse by immersing dishes and utensils in clean, hot water to remove soap or detergent.   |          |     |                      |         |     |          |
| c. Sanitize by submerging dishes and utensils for at least two minutes in a solution of 1½ teaspoons of bleach per gallon of water or another sanitizer approved by the department.  |          |     |                      |         |     |          |
| 4. For mechanical washing of dishes and utensils, one of the following shall apply, as appropriate:  |          |     |                      |         |     |          |
| a. Wash at 130° F. to 150° F. for at least 20 seconds, using an effective cleaning agent, and rinse and sanitize at 180°F. for ten seconds or more, using an automatic rinse injector.   |          |     |                      |         |     |          |
| b. For washing in home type dishwashers with a temperature setting of between 130° and 150° F., dishes and utensils shall be washed and rinsed in the dishwasher and sanitized by submerging dishes and utensils for at least two minutes in a solution of 1½ teaspoons of bleach per gallon of water or another sanitizer approved by the department. |          |     |                      |         |     |          |
| c. For washing in commercial spray-type dishwashing machines using a chemical sanitizer in the final rinse, the dishes and utensils shall be washed, rinsed, and sanitized in the dishwasher according to the machine manufacturer's operating instructions.   |          |     |                      |         |     |          |



| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.06(9)(b)5.</b>   |          |     |                      |         |     |          |
| * 5. Readily visible temperature gauges shall be located in the wash compartment of all mechanical dishwashers and in the rinse water line of spray-type mechanical dishwashers or in the rinse tank of an immersion type dishwasher.  |          |     |                      |         |     |          |
| 6. All dishes and utensils shall be air-dried in racks or baskets or on drain boards.  |          |     |                      |         |     |          |
| (c) <i>Food sources.</i> 1. Food shall be clean, wholesome, free from spoilage, free from adulteration or misbranding and safe for human consumption. Meat, poultry, fish, molluscan shellfish, eggs and dairy products shall be from an inspected source.   |          |     |                      |         |     |          |
| 2. Only milk and milk products which are pasteurized and meet the grade A milk standards of the Wisconsin department of agriculture, trade, and consumer protection may be served or used.   |          |     |                      |         |     |          |
| * 3m. Meals shall be prepared on the premises in a central kitchen operated by the child care center or in another location that has been inspected by a representative of a state agency.   |          |     |                      |         |     |          |
| 4. Food in dented, bulging or leaking cans, or cans without labels, may not be used.   |          |     |                      |         |     |          |
| 5. Hermetically sealed, non-acid or low-acid food which has been processed in a place other than a commercial food processing establishment may not be used.   |          |     |                      |         |     |          |
| (d) <i>Food storage.</i> 1. Foods shall be stored at temperatures which protect against spoilage. The following measures shall be taken to prevent spoilage:   |          |     |                      |         |     |          |
| a. Perishable and potentially hazardous food which includes all custard-filled and cream-filled pastries, milk and milk products, meat, fish, shellfish, gravy, poultry stuffing and sauces, dressings, salads containing meat, fish, eggs, milk or milk products, and any other food or food product likely to spoil quickly if not kept at the proper temperature shall be continuously maintained at 40° F. or below or 150° F. or above, as appropriate, except during necessary periods of preparation and service. |          |     |                      |         |     |          |
| b. Each refrigeration unit shall be maintained at 40° F. or lower, and each freezing unit shall be maintained at 0° F. or lower.   |          |     |                      |         |     |          |
| * c. Each cold storage facility shall be equipped with a clearly visible accurate thermometer.   |          |     |                      |         |     |          |
| d. Food shall be covered while refrigerated, except when being cooled.   |          |     |                      |         |     |          |
| * 2. Foods not requiring refrigeration shall be stored in clean, dry, ventilated and lighted storerooms or areas which shall be protected from contamination by sewage, wastewater backflow, condensation, leakage or vermin. In addition:   |          |     |                      |         |     |          |
| * a. Dry foods, such as flour, sugar, cereals and beans shall be stored in metal, glass or food grade plastic containers with tight-fitting covers and shall be labeled. In this paragraph, "food-grade plastic" means any plastic material used in the manufacture of dishes or utensils which has been found not harmful to human health by the national sanitation foundation.  |          |     |                      |         |     |          |
| * b. Foods stored in the basement shall be stored at least eight inches above the floor, and food stored in other areas shall be stored high enough above the floor to provide for air circulation and to facilitate cleaning.   |          |     |                      |         |     |          |
| * (e) <i>Cleaning aids.</i> 1. Poisonous and toxic materials, including cleaning supplies, bleaches and insecticides, shall be labeled and stored in cabinets used for no other purpose and shall be inaccessible to children.   |          |     |                      |         |     |          |
| * 2. Cleaning aids such as mops, brooms and buckets shall be clean and shall be stored outside of food preparation or food storage areas.  |          |     |                      |         |     |          |
| (f) <i>Food handling.</i> 1. Raw fruits and vegetables shall be washed before being served or cooked.  |          |     |                      |         |     |          |
| 2. Food returned from individual plates or from dining tables shall be discarded.  |          |     |                      |         |     |          |

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|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.06(9)(f)3.</b>  |          |     |                      |         |     |          |
| 3. Leftover prepared food which has not been served shall be dated, refrigerated promptly and used within 36 hours, or frozen immediately for later use.  |          |     |                      |         |     |          |
| * 4. Food delivery vehicles shall be equipped with clean containers or cabinets to store food while in transit. Containers for cold food shall be capable of maintaining the temperature at or below 40° F. and containers for hot food shall be capable of maintaining the temperature at or above 150° F. |          |     |                      |         |     |          |
| 5. Potentially hazardous frozen foods shall be thawed in the refrigerator, under cold running water or on the defrost setting in a microwave oven. No potentially hazardous frozen food may be thawed by leaving it at room temperature.  |          |     |                      |         |     |          |
| (g) <i>Food service personnel.</i>  |          |     |                      |         |     |          |
| * 1. Personnel who help prepare meals shall: a. Be at least 18 years of age.  |          |     |                      |         |     |          |
| b. Wear clean clothing and effective hair restraints such as hair nets or caps.   |          |     |                      |         |     |          |
| c. Wash their hands with soap and warm running water before starting work, before and after handling food, and after using the toilet. Hands shall be dried with single-use towels.   |          |     |                      |         |     |          |
| 2. No one with an open or infected wound or sore may work in the food preparation area unless the wound or sore is covered and, if it is on a hand, a nonporous glove is worn on that hand.   |          |     |                      |         |     |          |
| * <b>(10) WASHROOM AND TOILET FACILITIES.</b> (a) A group child care center shall provide at least the number of washbasins and toilets with plumbing indicated in Table 46.06. Urinals may be submitted for up to 1/3 of the total required toilets.   |          |     |                      |         |     |          |
| * (b) When a center is licensed for more than 70 children, one additional toilet shall be provided for each additional 15 children or fraction thereof and washbasins shall be provided in the ratio of one for every two additional toilets and urinals or fraction thereof.                               |          |     |                      |         |     |          |
| * (c) Children under the age of 30 months need not be included when determining the required fixtures under par. (a). However, in all cases, at least one toilet and one washbasin shall be provided.   |          |     |                      |         |     |          |
| * (d) If potty chairs are used for children under 30 months of age, the potty chairs shall be provided in a ratio of one for every four children or fraction thereof.   |          |     |                      |         |     |          |
| * (e) Steps or blocks shall be provided if the washbasins and toilets are not proportioned to the size of the children.   |          |     |                      |         |     |          |
| * (f) Soap, toilet paper, disposable paper towels and a wastepaper container shall be provided and accessible to children using the facilities.   |          |     |                      |         |     |          |
| * (g) Toilet room door locks shall be openable from the outside and the opening device shall be readily accessible to the staff.  |          |     |                      |         |     |          |
| * <b>(11) OUTDOOR PLAY SPACE.</b> (a) <i>Requirement for outdoor play space.</i> A center shall have outdoor play space if children are present for more than three hours a day or if outdoor play is included in the center program.   |          |     |                      |         |     |          |
| * (b)1. The outdoor play space shall be on the premises of the center.  |          |     |                      |         |     |          |
| * 2. There shall be at least 75 square feet of outdoor play space for each child two years of age or older using the space at a given time.   |          |     |                      |         |     |          |
| * 3. There shall be at least 35 square feet of outdoor play space for each child under two years of age using the space at a given time except as provided in subd. 4.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.06(11)(b)4.</b>  |          |     |                      |         |     |          |
| * 4. The total outdoor play space of a center shall accommodate not less than 1/3 of the number of children for which the center is licensed or shall be a minimum of 750 square feet, whichever is greater. The number of children under one year of age need not be included for purposes of computing the minimum required outdoor play space if the center provides spaces in wheeled vehicles such as strollers and wagons equal to the number of children under one year of age. |          |     |                      |         |     |          |
| * 5. An energy-absorbing surface, such as loose sand, pea gravel or pine or bark mulch, in a depth of at least nine inches is required under climbing equipment, swings and slides and in a fall zone of four feet beyond and whenever play equipment is four feet or more in height.  |          |     |                      | *       |     |          |
| * 6. The outdoor play space shall be well drained and shall be free of hazards such as uncovered wells, cisterns and unused appliances. Structures such as playground equipment, railings, decks and porches accessible to children that have been constructed with CCA treated lumber shall be sealed with an exterior oil-based sealant or stain.  |          |     |                      | *       |     |          |
| * 7. The boundaries of the outdoor play space shall be defined in such a way as to protect the children. A permanent enclosure not less than four feet high shall be provided where there are hazards nearby, including but not limited to traffic or bodies of water, which present a threat to the safety of children in care.   |          |     |                      |         |     |          |
| * 8. Concrete and asphalt are prohibited under climbing equipment, swings and slides.  |          |     |                      |         |     |          |
| (c) <i>Exemption for off-premises play space.</i>  |          |     |                      |         |     |          |
| * 1m. If a center has no outdoor play space available on the premises of the center, the licensee may request an exemption from the requirements under par. (b) for a center's outdoor play space.   |          |     |                      |         |     |          |
| * 2. A request for an exemption from the requirements under subd. 1m. shall be in writing and shall be accompanied by a plan for outdoor play space which does all of the following:   |          |     |                      |         |     |          |
| * a. Identifies and describes the location to be used, the travel distance from the center to that location and the means of transporting the children to that location.   |          |     |                      |         |     |          |
| * b. Provides for adequate supervision of the children as specified in Table 46.05-D.  |          |     |                      |         |     |          |
| * c. Provides for daily vigorous exercise in the out-of-doors for the children.  |          |     |                      |         |     |          |
| * d. Describes the arrangements to meet the toileting and diapering needs of the children.   |          |     |                      |         |     |          |
| * e. Affirms the center's compliance with the requirements included in subds. 3. to 6.   |          |     |                      |         |     |          |
| * 3. The off-premises outdoor play space shall be free of hazards such as bodies of water, railroad tracks, unfenced in-ground swimming pools, heavily wooded areas and nearby highways and main thoroughfares. (Note: In this paragraph, "main thoroughfare" means a heavily traveled street or road used by vehicles as a principal route of travel.)  |          |     |                      |         |     |          |
| * 4. There shall be at least 75 square feet of outdoor play space for each child two years of age or older using the space at a given time, and at least 35 square feet of outdoor play space for each child under two years of age using the space at a given time.   |          |     |                      |         |     |          |
| * 5. No climbing equipment, swing or slide in the play space may have concrete or asphalt under it.  |          |     |                      |         |     |          |
| * 6. When the off-premises outdoor play space is reached by walking, the center shall transport children under three years of age in wheeled vehicles, such as strollers or wagons, with a seating capacity equal to the number of children under three years of age to be transported.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES  | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.06(11)(c)7.</b>   |          |     |                      |         |     |          |
| * 7. A center's plan for use of an off-premises outdoor play space is subject to approval by the department. Within 30 days after receipt of a plan and request for an exemption from the requirements under par. (b), the department shall either approve the plan and grant the exemption or not approve the plan and therefore deny the request for exemption. The department shall notify the center in writing of its decision and, if it does not grant an exemption, shall state its reasons for not granting the exemption. |          |     |                      |         |     |          |
| 8. If any circumstance described in an approved plan for use of off-premises outdoor play space changes or if any condition for plan approval is not met or is no longer met, the department may withdraw its approval of the plan and cancel the exemption. A center with an approved plan shall immediately report to the department's licensing representative any significant change in any circumstance described in the plan.   |          |     |                      |         |     |          |
| * <b>(12) SWIMMING AREAS.</b> (a) Above-ground and in-ground swimming pools on the premises may not be used by children in care and shall be enclosed by a six foot fence with a self-closing, self-latching door. Spaces between vertical posts of the fence shall be four inches or less.   |          |     |                      | *       |     |          |
| (b) A wading pool may be used if the water is changed and disinfected daily.  |          |     |                      |         |     |          |
| (c) A swimming pool or beach that is not located on the center premises may be used by children if all the following conditions are met:  |          |     |                      |         |     |          |
| 1. The construction and operation of the pool shall meet the requirements of chs. COMM 90 and HFS 172 for public swimming pools. A beach shall comply with any applicable local ordinance.  |          |     |                      |         |     |          |
| 2. Certified lifesaving personnel shall be on duty.   |          |     |                      |         |     |          |
| 3. While children are in the water of a pool or beach other than a wading pool, staff-to-child ratios for child care workers who can swim shall be:   |          |     |                      |         |     |          |
| a. For children under three years of age: 1:1.  |          |     |                      |         |     |          |
| b. For children three years of age: 1:4.  |          |     |                      |         |     |          |
| c. For children four and five years of age: 1:6.  |          |     |                      |         |     |          |
| d. For children six years of age and older: 1:12.   |          |     |                      |         |     |          |
| 4. When a mixed age group of children are swimming, the staff-to-child ratio shall be adjusted based on the number of children in the water and each child's age.   |          |     |                      |         |     |          |
| 5. A child shall be restricted to the area of the pool or beach that is within the child's swimming ability.  |          |     |                      |         |     |          |
| <b>HFS 46.07 Program.</b>   |          |     |                      |         |     |          |
| * <b>(1) PROGRAM PLANNING AND SCHEDULING.</b> (a) Each group child care center shall have a written program of activities which are suitable for the developmental level of each group of children. The program shall provide each child with experiences which will promote all of the following:  |          |     |                      |         |     |          |
| 1. Self-esteem and positive self-image.   |          |     |                      |         |     |          |
| 2. Social interaction.  |          |     |                      |         |     |          |
| 3. Self-expression and communication skills.  |          |     |                      |         |     |          |
| 4. Creative expression.   |          |     |                      |         |     |          |
| 5. Large and small muscle development.  |          |     |                      |         |     |          |
| 6. Intellectual growth.   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES  | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.07(1)(b)</b>  |          |     |                      |         |     |          |
| (b) The program schedule shall be planned to provide a flexible balance each day of: 1. Active and quiet activities.  |          |     |                      |         |     |          |
| 2. Individual and group activities.   |          |     |                      |         |     |          |
| 3. Indoor and if the center is in operation more than three hours per day, outdoor activities.  |          |     |                      |         |     |          |
| (c) Television may be used only to supplement the daily plan for children. No child may be required to watch television. Other activities shall be available.   |          |     |                      |         |     |          |
| (d) Routines such as toileting and eating and intervals between activities shall be planned to avoid keeping children waiting in lines or assembled in large groups.  |          |     |                      |         |     |          |
| (e) The program shall provide all of the following:   |          |     |                      |         |     |          |
| 1. Reasonable regularity in eating, napping and other routines.   |          |     |                      |         |     |          |
| 2. Daily periods when a variety of experiences are concurrently available for the children to select their own activities.  |          |     |                      |         |     |          |
| 3. Protection from excess fatigue and over stimulation.   |          |     |                      |         |     |          |
| 4. If a center is in operation for more than three hours per day, daily outdoor activities except during inclement weather or when not advisable for health reasons.  |          |     |                      |         |     |          |
| (f) Child care workers shall give children individual attention.  |          |     |                      |         |     |          |
| (g) A center that is open in the early morning and late afternoon shall have a written plan for activities which meet the individual needs of the children during those time periods. The plan shall include:   |          |     |                      |         |     |          |
| 1. Provision of opportunities for the children to rest and eat.   |          |     |                      |         |     |          |
| 2. Use of materials and engagement in activities which for the most part do not duplicate materials or activities planned for the major part of the program.  |          |     |                      |         |     |          |
| (h) The program as implemented shall reflect the center's written policies.   |          |     |                      |         |     |          |
| <b>(2) CHILD GUIDANCE.</b>  |          |     |                      |         |     |          |
| (b) Each child care center shall have a written policy which provides for positive guidance, redirection and the setting of clear-cut limits for the children. The policy shall be designed to help a child develop self-control, self-esteem and respect for the rights of others. |          |     |                      |         |     |          |
| (c) If a center uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed five minutes and the procedure shall be included in the center's child guidance policy.   |          |     |                      |         |     |          |
| (d) Use of time-out periods is prohibited for children under three years of age.  |          |     |                      |         |     |          |
| (e) Actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:  |          |     |                      | *       |     |          |
| 1. Spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment.  |          |     |                      | *       |     |          |
| 2. Verbal abuse, threats or derogatory remarks about the child or the child's family.   |          |     |                      | *       |     |          |
| 3. Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.  |          |     |                      | *       |     |          |
| 4. Withholding or forcing meals, snacks or naps.  |          |     |                      | *       |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.07(2)(f)</b>   |          |     |                      |         |     |          |
| (f) A child may not be punished for lapses in toilet training.   |          |     |                      |         |     |          |
| * <b>(3) EQUIPMENT.</b> (a) Indoor and outdoor play equipment shall be safe. The equipment shall be:   |          |     |                      |         |     |          |
| * 1. Scaled to the developmental level, size and ability of the children.  |          |     |                      |         |     |          |
| * 2. Of sturdy construction with no sharp, rough, loose, protruding, pinching or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary.  |          |     |                      |         |     |          |
| * 3. Placed to avoid danger of injury or collision and to permit freedom of action.  |          |     |                      |         |     |          |
| * 4. Placed over an energy-absorbing surface, when equipment is four feet or more in height.   |          |     |                      |         |     |          |
| * (b) A center shall provide equipment and supplies according to the following criteria:   |          |     |                      |         |     |          |
| * 1. Child development shall be fostered through selection of a variety of equipment that will:  |          |     |                      |         |     |          |
| * a. Provide large muscle development.   |          |     |                      |         |     |          |
| * b. Provide construction activities and for development of manipulative skills.   |          |     |                      |         |     |          |
| * c. Encourage social interaction.   |          |     |                      |         |     |          |
| * d. Provide intellectual stimulation.   |          |     |                      |         |     |          |
| * e. Encourage creative expression.  |          |     |                      |         |     |          |
| * 2. A center shall provide sufficient indoor play equipment to allow each child a choice of at least three activities involving equipment when all children are using equipment.  |          |     |                      |         |     |          |
| * 3. A center shall provide sufficient outdoor play equipment to allow each child at least one activity involving equipment when all children are using equipment.   |          |     |                      |         |     |          |
| * (c) The quantity of indoor and outdoor play equipment specified in par. (b)2. and 3. shall be provided based on the maximum licensed capacity of the center.   |          |     |                      |         |     |          |
| * (d) Equipment and materials which reflect an awareness of cultural and ethnic diversity shall be provided.   |          |     |                      |         |     |          |
| (e) Children using play equipment shall be closely supervised to prevent injuries.   |          |     |                      |         |     |          |
| * <b>(4) REST PERIODS.</b> (a) A child under five years of age in care for more than four hours shall have a nap or rest period.   |          |     |                      |         |     |          |
| (b) Child care workers shall permit a child who does not sleep after 30 minutes and a child who awakens to have quiet time through the use of equipment or activities which will not disturb other children.   |          |     |                      |         |     |          |
| * (c) Each child who has a nap or rest period shall be provided with an individual bed, cot, sleeping bag, two inch thick mat, crib or playpen which is placed at least two feet from the next sleeping child. Cribs or cots may be placed end-to-end if a solid partition separates children and an aisle not less than two feet in width is maintained between cribs and cots. |          |     |                      |         |     |          |
| * (d) Each child shall be provided with an individually identified sheet and blanket or sleeping bag which may be used only by that child until it is washed.  |          |     |                      |         |     |          |
| * (e) Bedding shall be maintained and stored in a clean and sanitary manner, replaced immediately if wet or soiled and washed at least after every five uses.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   |                                   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|-----------------------------------|----------|-----|----------------------|---------|-----|----------|
|  |                                   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.07(5)</b>  |                                   |          |     |                      |         |     |          |
| <b>(5) MEALS AND SNACKS.</b> (a) <i>Food.</i> 1. Food shall be provided by the center based on the amount of time children are present as specified in Table 46.07.  |                                   |          |     |                      |         |     |          |
| <b>TABLE 46.07</b>   |                                   |          |     |                      |         |     |          |
| <b>MEAL AND SNACK REQUIREMENTS FOR EACH CHILD IN A GROUP CHILD CARE CENTER</b>   |                                   |          |     |                      |         |     |          |
| <b>Time a Child is Present</b>   | <b>Number of Meals and Snacks</b> |          |     |                      |         |     |          |
| At least 2 ½ but less than 4 hours   | 1 snack                           |          |     |                      |         |     |          |
| At least 4 but less than 8 hours   | 1 snack and 1 meal                |          |     |                      |         |     |          |
| At least 8 but less than 10 hours  | 2 snacks and 1 meal               |          |     |                      |         |     |          |
| At least 10 or more hours  | 2 meals and 2 or 3 snacks         |          |     |                      |         |     |          |
| 2. Center-provided transportation time shall be included in determining the amount of time children are present for the purposes of subd. 1.   |                                   |          |     |                      |         |     |          |
| * 3. Food shall be served at flexible intervals, but no child may go without nourishment for longer than three hours.  |                                   |          |     |                      |         |     |          |
| * 4. Each meal and snack served shall meet the U.S. department of agriculture child care food program minimum meal requirements.   |                                   |          |     |                      |         |     |          |
| 5. Menus shall: a. Be posted in the kitchen and in a conspicuous place accessible to parents.  |                                   |          |     |                      |         |     |          |
| * b. Be planned at least one week in advance, dated and kept on file for three months.   |                                   |          |     |                      |         |     |          |
| c. Be available for review by the department.  |                                   |          |     |                      |         |     |          |
| d. Include diverse types of foods.   |                                   |          |     |                      |         |     |          |
| 6. Any changes in a menu as planned shall be recorded on the copies of the menu kept on file and posted for parents.   |                                   |          |     |                      |         |     |          |
| 7. Enough food shall be prepared for each meal so that second portions of vegetables or fruit, bread and milk are available to children.   |                                   |          |     |                      |         |     |          |
| * 8. When food for a child is provided by the child's parent, the center shall provide parents with information about requirements for food groups and quantities specified by the U.S. department of agriculture child care food program minimum meal requirements.                 |                                   |          |     |                      |         |     |          |
| 9. A special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent.   |                                   |          |     |                      |         |     |          |
| 9m. A special diet based on a food allergy may be served upon the written request of the parent.   |                                   |          |     |                      |         |     |          |
| 10. Cooks, staff members, child care workers and substitutes having direct contact with the children shall be informed about food allergies and other allergies of specific children.  |                                   |          |     |                      |         |     |          |
| (b) <i>Mealtime.</i> 1. Staff shall sit at the table with the children during mealtime.  |                                   |          |     |                      |         |     |          |
| 2. Meals shall be served with time allowed for socialization.  |                                   |          |     |                      |         |     |          |
| <b>(6) HEALTH.</b> (a) <i>Observation.</i> 1. Each child upon arrival at a center shall be observed by a staff person for symptoms of illness and injury. For an apparently ill child, the procedure under par. (c) shall be followed.   |                                   |          |     |                      |         |     |          |
| 2. Any injury to a child or evidence of unusual bruises, contusions, lacerations or burns received by a child in or out of center care shall be recorded in a medications and injury log book and reported immediately to the administrator or other person in charge of the center. |                                   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.07(6)(b)</b>   |          |     |                      |         |     |          |
| * (b) <i>Isolation.</i> A center shall have an isolation area for the care of children who appear to be ill. If the area is not a separate room, it shall be separated from space used by other children by a partition, screen or other means.  |          |     |                      |         |     |          |
| (c) <i>Ill child procedure.</i> The following procedures shall apply when a child with a sore throat, inflammation of the eyes, fever, lice, ringworm of the scalp, rash, vomiting, diarrhea or other illness or condition having the potential to affect the health of other persons is observed in the child care center:  |          |     |                      |         |     |          |
| 1. The child shall be isolated.  |          |     |                      |         |     |          |
| * 2. The child in the isolation area shall be provided with a bed, crib or cot and a sheet and blanket or sleeping bag, with a staff member within sight and hearing of the child, except that for sessions of up to four hours a kindergarten mat may be provided for the isolation room instead of a bed, crib or cot. Isolation shall be used until the child can be removed from the center. |          |     |                      |         |     |          |
| 3. The child's parent, or a designated responsible person when a parent cannot be reached, shall be contacted as soon as possible after the illness is discovered, and arrangements shall be made for removal of the child from the center.  |          |     |                      |         |     |          |
| * (d) <i>Care of a mildly ill child.</i> A child who is mildly ill may be cared for at the center when all of the following conditions are met:  |          |     |                      |         |     |          |
| * 1. The space for the care of a mildly ill child shall be a self-contained room and shall be separate from children who are well.   |          |     |                      |         |     |          |
| * 2. The room shall have a sink with hot and cold running water.   |          |     |                      |         |     |          |
| * 3. The parent consents in writing.   |          |     |                      |         |     |          |
| * 4. The written health policy of the center allows a mildly ill child to remain at the center.  |          |     |                      |         |     |          |
| * 5. The center follows and implements procedures in a written plan for the provision of care to mildly ill children approved and signed by a licensed physician, or a pediatric or family nurse practitioner which covers all of the following:   |          |     |                      |         |     |          |
| * a. Admissions and exclusions.  |          |     |                      |         |     |          |
| * b. Staffing.   |          |     |                      |         |     |          |
| * c. Staff training.   |          |     |                      |         |     |          |
| * d. Monitoring and evaluation.  |          |     |                      |         |     |          |
| * e. Programming.  |          |     |                      |         |     |          |
| * f. Infectious disease control.   |          |     |                      |         |     |          |
| * g. Emergency procedures.   |          |     |                      |         |     |          |
| * 6. Medical consultation is available from a physician or local health department in establishing policy for the management of mildly ill children.   |          |     |                      |         |     |          |
| * (e) <i>Communicable disease.</i> 1. A child with a reportable communicable disease specified in ch. HFS 145 may not be admitted to or be permitted to remain in a child care center during the period when the disease is communicable.  |          |     |                      |         |     |          |
| * 2. When it is determined that a child enrolled in a child care center has a reportable communicable disease under ch. HFS 145 transmitted through normal contact, such as chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever or meningitis, the local public health officer and the parents of exposed children shall be notified.                               |          |     |                      |         |     |          |



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|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.07(6)(e)3.</b>  |          |     |                      |         |     |          |
| 3. A child may be readmitted to the group child care center if the parents provide a statement from a physician that the child's condition is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.  |          |     |                      |         |     |          |
| (f) <i>Medications.</i> 1. Center staff may give prescription or non-prescription medication, such as pain relievers or cough medicine, to a child only under the following conditions:   |          |     |                      | *       |     |          |
| a. A written authorization that includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited.  |          |     |                      | *       |     |          |
| b. The medication is in the original container and labeled with the child's name and the label includes the dosage and directions for administration.   |          |     |                      | *       |     |          |
| c. A written record, including type of medication given, dosage, time, date and the name or initials of the person administering the medication, shall be made in the center medications and injury log book on the same day that the medication is administered.   |          |     |                      | *       |     |          |
| 2. Sunscreen and insect repellant may only be applied upon the written authorization of the parent. The authorization shall include the brand and ingredient strength of the sunscreen or repellant. Authorizations shall be reviewed every six months and updated as necessary. The recording of the application of sunscreen or insect repellant is not required. |          |     |                      |         |     |          |
| * 3. Medication shall be stored so that it is not accessible to the children.   |          |     |                      | *       |     |          |
| * 4. Medication requiring refrigeration shall be kept in the refrigerator in a separate, covered container clearly labeled "medication".  |          |     |                      |         |     |          |
| * (g) <i>Health precautions.</i> 1. Bodily secretions such as runny noses, eye drainage and coughed up matter shall be wiped with a disposable tissue used once and placed in a plastic-lined container. Whoever does the wiping shall wash his or her hands immediately.   |          |     |                      |         |     |          |
| 2. Bodily secretions on surfaces shall be washed with soap and water and disinfected with a bleach solution of one tablespoon bleach to one quart of water, made fresh daily. Hands shall be washed immediately.  |          |     |                      |         |     |          |
| 3. Children shall be protected from sunburn with protective clothing or parent-provided and labeled sunscreen.  |          |     |                      |         |     |          |
| * 4. Children shall be clothed to assure body warmth and comfort.   |          |     |                      |         |     |          |
| (h) <i>Universal precautions.</i> 1. Center staff shall adopt universal precautions when exposed to blood and blood-containing body fluids and injury discharges of all children.   |          |     |                      |         |     |          |
| 2. All persons exposed to blood or blood-containing body fluids and tissue discharges shall wash their hands immediately with soap and warm running water.  |          |     |                      |         |     |          |
| 3. Single use disposable gloves shall be worn if there is contact with blood-containing body fluids or tissue discharges. Hands shall be washed with soap and water after removal of gloves. Gloves shall be discarded in plastic bags.   |          |     |                      |         |     |          |
| 4. For spills of vomitus, urine, feces, blood or other body fluids, center staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen countertops and diaper changing tables.   |          |     |                      |         |     |          |
| (i) <i>Personal cleanliness.</i> 1. A child's hands shall be washed with soap and warm running water before meals and snacks and after toileting or diapering. A child's hands and face shall be washed after meals.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.07(6)(i)2.</b>   |          |     |                      |         |     |          |
| 2. Persons working with children shall wash their hands with soap and warm running water before handling food, and after assisting with toileting and after wiping bodily secretions from a child with a disposable tissue.  |          |     |                      |         |     |          |
| 3. Cups, eating utensils, toothbrushes, combs and towels may not be shared and shall be kept in a sanitary condition.  |          |     |                      |         |     |          |
| 4. Wet or soiled clothing and diapers shall be changed promptly from an available supply of clean clothing.  |          |     |                      |         |     |          |
| 5. Applicable rules under s. HFS 46.09(4) shall apply to child care workers when children two years of age and older require attention for diapering and toileting.  |          |     |                      |         |     |          |
| (j) <i>Injuries.</i> 1. Written permission from the parent to call a child's physician or refer the child for medical care in case of injury shall be on file at the center. The center shall contact the parent as soon as possible after an emergency has occurred or, if the injury is minor, when the parent picks up the child. |          |     |                      |         |     |          |
| 2. A center shall identify a planned source of emergency medical care, such as a hospital emergency room, clinic or other constantly staffed facility, and shall advise parents about the designated emergency medical facility.   |          |     |                      |         |     |          |
| 3. A center shall establish and follow written procedures for bringing a child to an emergency medical care facility and for treatment of minor injuries.  |          |     |                      |         |     |          |
| 4. First aid procedures shall be followed for serious injuries.  |          |     |                      |         |     |          |
| * 5. Each center shall have a supply of bandages, tape and Band-Aids.  |          |     |                      |         |     |          |
| 6. Superficial wounds shall be cleaned with soap and water only and protected with a bandaid or bandage.   |          |     |                      |         |     |          |
| 7. Suspected poisoning shall be treated only after consultation with a poison control center.  |          |     |                      |         |     |          |
| 8. A daily record of injuries shall be kept in the center medications and injury log book.   |          |     |                      |         |     |          |
| 9. Records of injuries shall be reviewed by the director or designated person with staff every six months in order to determine that all possible preventive measures are being taken. There shall be documentation in the medications and injury log book that reviews have taken place.  |          |     |                      |         |     |          |
| (k) Health examination and history. 1. Each child under two years of age shall have an initial health examination not more than six months prior to nor later than three months after being admitted to a center, and a follow-up health examination at least once every six months after admission.                                 |          |     |                      |         |     |          |
| 2. Except for a school-age child, each child two years of age and older shall have an initial health examination not more than one year prior to nor later than three months after being admitted to the center, and a follow-up health examination at least once every two years after admission                                    |          |     |                      |         |     |          |
| 3. The health examination report shall be on a form provided by the department and shall be signed and dated by a physician, physician assistant or HealthCheck provider.  |          |     |                      |         |     |          |
| 5. A child's health history on a form prescribed by the department completed by the child's parent shall be on file at the center by the first day of attendance. Information contained on the health history form shall be shared with any child care worker assigned to care for the child.  |          |     |                      |         |     |          |
| (L) Immunization. The center shall maintain a record of immunizations for each child to document compliance with s. 252.04 Stats., and ch. HFS 144.  |          |     |                      |         |     |          |
| * (7) PETS AND ANIMALS. (a) Animals shall be maintained in good health and appropriately immunized against rabies. Rabies vaccinations shall be documented with a current certificate from a veterinarian.   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.07(7)(b)</b>   |          |     |                      | *       |     |          |
| * (b) Animals that pose any risk to the children shall be restricted from the indoor and outdoor areas used by children.   |          |     |                      |         |     |          |
| * (c) Licensees shall ensure that parents are aware of the presence of pets and animals in the center. If pets and animals are allowed to roam in areas of the center occupied by children, written acknowledgement from the parents shall be obtained. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center. |          |     |                      |         |     |          |
| * (d) Reptiles, amphibians, turtles, ferrets, poisonous animals, psittacine birds, exotic and wild animals may not be accessible to children.  |          |     |                      |         |     |          |
| (e) All contact between pets or animals and children shall be under the close supervision of a child care worker who is close enough to remove the child immediately if the pet or animal shows signs of distress or the child shows signs of treating the pet or animal inappropriately.  |          |     |                      |         |     |          |
| * (f) Pets, pet feeding dishes, cages and litter boxes are prohibited in any food preparation, storage or serving areas. Pet and animal feeding dishes and litter boxes may not be placed in areas accessible to children.   |          |     |                      |         |     |          |
| * (g) Indoor and outdoor areas accessible to children shall be free of animal excrement.   |          |     |                      |         |     |          |
| * (h) If dogs or cats are allowed in areas of the center accessible to children, the certificate of insurance required under s. HFS 46.04(2)(g) shall indicate the number and types of pets covered by the insurance.  |          |     |                      |         |     |          |
| * (i) Licensees shall ensure that the center is in compliance with all applicable local ordinances regarding the number, types and health status of pets or animals.   |          |     |                      |         |     |          |
| <b>(8) MISCELLANEOUS ACTIVITIES.</b> A center which includes in its program watercraft, riflery, archery or horseback riding shall comply with the applicable requirements under s. HFS 55.44(8), (9) and (11).  |          |     |                      |         |     |          |
| <b>46.08 Transportation.</b>   |          |     |                      |         |     |          |
| * <b>(1) APPLICABILITY.</b> This section applies to all center-provided or center-contracted transportation of children, including both regularly scheduled transportation to and from the center and transportation for field trips that are under the auspices of the center.  |          |     |                      |         |     |          |
| <b>(2) GENERAL.</b> (a) The center is responsible for a child between the time the child is picked up until the child is delivered to the parent or to a responsible person designated by the parent.  |          |     |                      |         |     |          |
| (b) The following emergency information shall be carried in the vehicle for each child transported:  |          |     |                      |         |     |          |
| 1. An address and telephone number where a parent or other adult can be reached in an emergency.   |          |     |                      |         |     |          |
| 2. The name, address, and telephone number of the child's physician or medical facility.   |          |     |                      |         |     |          |
| 3. Written consent from the child's parent for emergency medical treatment.  |          |     |                      |         |     |          |
| (c) Smoking is prohibited in the vehicle while children are being transported.   |          |     |                      |         |     |          |
| (d) The center administrator shall submit a copy of any accident report to the department within five days after the occurrence of an accident involving a vehicle transporting children.  |          |     |                      |         |     |          |
| <b>(3) DRIVER.</b> (a) The driver of a center-provided vehicle shall be or have all of the following:  |          |     |                      |         |     |          |
| * 1. At least 18 years of age.   |          |     |                      |         |     |          |
| * 2. A valid Wisconsin operator's license for the type of vehicle driven.  |          |     |                      |         |     |          |
| * 3. At least one year of experience as a licensed driver.   |          |     |                      |         |     |          |

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|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.08(3)(b)</b>  |          |     |                      |         |     |          |
| * (b) The center shall have on file a copy of the driving record of the driver of a center-provided vehicle.  |          |     |                      |         |     |          |
| * <b>(4) VEHICLE.</b> (a) A vehicle used to transport children shall be: 1. Registered in Wisconsin.  |          |     |                      |         |     |          |
| * 2. Clean, uncluttered and free of obstructions on the floors, aisles and seats.   |          |     |                      |         |     |          |
| * 3. Enclosed. Children may not be transported in a truck except in the cab.  |          |     |                      |         |     |          |
| (b) Each child under four years of age or 40 pounds being transported in a vehicle with a seating capacity of 15 or fewer shall be seated and properly restrained in an individual child car safety seat. Each child age four years and above shall be restrained in an individual vehicle safety seat belt or a car safety seat. Each accompanying adult shall be restrained by an individual seat belt. Seat belts may not be shared. |          |     |                      | *       |     |          |
| (c) Passenger doors shall be locked at all times when a vehicle transporting children is moving.  |          |     |                      |         |     |          |
| (d) Children under age 13 may not ride in the front seat. If a vehicle has a front passenger side air bag, the air bag shall be deactivated and inoperable during the period a child is a passenger in the front seat.  |          |     |                      |         |     |          |
| <b>(5) VEHICLE CAPACITY AND SUPERVISION.</b> (a) Children may not be left unattended in a vehicle.  |          |     |                      |         |     |          |
| (b) When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver in either of the following circumstances:  |          |     |                      | *       |     |          |
| 1. There are more than three children who are either under two years of age or have a handicap which limits their ability to respond in an emergency.   |          |     |                      |         |     |          |
| 2. There are more than ten children under five years of age in the vehicle.   |          |     |                      |         |     |          |
| (c) After transporting a child to his or her destination, an adult shall wait until the child enters the building or is in the custody of an adult designated by the parent, unless otherwise authorized by the parent of a school-age child.   |          |     |                      |         |     |          |
| (d) A seat in the vehicle shall be provided for each child. In a vehicle not required to have seat belts, the manufacturer shall determine the capacity of the vehicle.   |          |     |                      |         |     |          |
| * <b>(6) REGULARLY SCHEDULED TRANSPORTATION.</b> (a) When regularly scheduled transportation is provided by a center, the center shall maintain the following information in writing at the center and in each vehicle:   |          |     |                      |         |     |          |
| * 1. A list of children transported.  |          |     |                      |         |     |          |
| * 2. The transportation route and scheduled stops.  |          |     |                      |         |     |          |
| * 3. The name and address of the person authorized to receive a child if the child is dropped off at a place other than the child's residence.  |          |     |                      |         |     |          |
| * 4. Procedures to be followed when the parent or designated authorized adult is not at home to receive the child.  |          |     |                      |         |     |          |
| * (b) The center shall maintain written safety precautions to be followed and implemented when transporting handicapped children who have a limited ability to respond in an emergency.   |          |     |                      |         |     |          |
| * (c) When transportation services are contracted or chartered, the name, address and telephone number of the contracting firm and the name of a representative of the firm who may be contacted after hours shall be on file at the center.  |          |     |                      |         |     |          |

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|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.08(7)</b>   |          |     |                      | *       |     |          |
| * (7) CENTER VEHICLES. (a) A center-provided vehicle shall be in safe operating condition. Except for licensed contract motor carrier vehicles, the licensee shall provide the department with evidence of the vehicle's safe operating condition at 12-month intervals on a form the department provides. Licensed contract motor carrier vehicles shall comply with all applicable standards for those vehicles.            |          |     |                      |         |     |          |
| * (b) A center-provided vehicle, other than a licensed contract motor carrier, shall be equipped with a first aid kit.  |          |     |                      |         |     |          |
| <b>HFS 46.09 Additional requirements for infant and toddler care.</b>   |          |     |                      |         |     |          |
| (1) APPLICABILITY, QUALIFICATIONS AND GENERAL REQUIREMENTS. (a) Group child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section.  |          |     |                      |         |     |          |
| (am) Prior to admission, an interview shall be conducted with a child's parent or guardian to obtain written information which will aid child care workers in individualizing the program of care for the child. Information shall include all of the following: (CFS-61, Intake for Child Under 2 – Child Care Centers, may be used to collect intake information.)  |          |     |                      |         |     |          |
| 1. Schedule of meals and feeding.   |          |     |                      |         |     |          |
| 2. Types of food introduced and timetable for new foods.  |          |     |                      |         |     |          |
| 3. Toileting and diapering.   |          |     |                      |         |     |          |
| 4. Sleep and nap schedule.  |          |     |                      |         |     |          |
| 5. The child's way of communicating and being comforted.  |          |     |                      |         |     |          |
| 6. Developmental and health history.  |          |     |                      |         |     |          |
| (b) Admission information for an infant or toddler shall be on file in the room or area to which the child is assigned and shall be known to the child care worker.   |          |     |                      |         |     |          |
| (c) Child care workers shall document changes in a child's development and routines every three months based on discussion with the parent.   |          |     |                      |         |     |          |
| * (d) An infant or toddler shall be assigned to a specific self-contained room or area with a regularly assigned child care worker and may not be transferred to another group or room in order to adjust group sizes or staff-to-child ratios, except:   |          |     |                      |         |     |          |
| 1. During opening and closing hours.  |          |     |                      |         |     |          |
| 2. When the number of children in care is one or two children to one child care worker.   |          |     |                      |         |     |          |
| (e) The regularly assigned child care teacher and assistant child care teacher for each group of infants and toddlers shall have a minimum of ten hours of training in infant and toddler care approved by the department within six months after assuming the position. If the training is not part of the required entry-level training under s. HFS 46.05(1)(d) or (e), it shall be obtained through continuing education. |          |     |                      |         |     |          |
| * (f) Infants and toddlers are restricted to first floors and ground floors having direct grade-level exits unless the building is in compliance with all applicable building codes that permit children to be cared for on other levels. The building inspection report on file with the licensing office shall indicate that children under two years of age may be cared for on other levels of the center.                |          |     |                      |         |     |          |
| * (g) Safety gates shall be provided at open stairways.   |          |     |                      |         |     |          |
| * (h) The space occupied by permanently erected cribs shall be deducted in determining the 35 square feet space requirement under s. HFS 46.06(7)(a) for each child.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES  | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|---|----------|-----|----------------------|---------|-----|----------|
|   | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.09(1)(i)</b>  |          |     |                      |         |     |          |
| * (i) The number of children under one year of age admitted at any one time may not exceed the number of cribs and playpens.  |          |     |                      |         |     |          |
| * (j) Cribs and playpens shall contain a tight fitting mattress and any mattress covering shall fit snugly over the mattress. Water beds may not be used by children under age two.   |          |     |                      |         |     |          |
| (k) Sheets or blankets used to cover the child shall be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.   |          |     |                      |         |     |          |
| * (L) Children under one year of age may not sleep in a crib or playpen that contains soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.  |          |     |                      |         |     |          |
| <b>(2) DAILY PROGRAM.</b> (a) Child care workers shall respond promptly to a crying child's needs.  |          |     |                      |         |     |          |
| (b) Each infant and each toddler shall be allowed to form and follow his or her own pattern of sleeping and waking.   |          |     |                      |         |     |          |
| * (bm) Each child under one year of age shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him or her when able to roll over unassisted. |          |     |                      | *       |     |          |
| (c) Emphasis in activities shall be given to play as a learning and growth experience.  |          |     |                      |         |     |          |
| (d) Throughout the day each infant and each toddler shall receive physical contact and attention such as being held, rocked, talked to, sung to and taken on walks inside and outside the center.   |          |     |                      |         |     |          |
| (e) Routines relating to activities such as taking a nap, eating, diapering and toileting shall be used as occasions for language development and other learning experiences.   |          |     |                      |         |     |          |
| (f) When a non-mobile child is awake, the child care worker shall change the child's body position and location in the room periodically. Non-mobile children who are awake shall be placed on their stomach occasionally throughout the day.                                     |          |     |                      |         |     |          |
| * (g) The non-walking child who can creep or crawl shall be given opportunities during each day to move freely by creeping and crawling in a safe, clean, open, warm and uncluttered area.  |          |     |                      |         |     |          |
| * (h) Child care workers shall encourage infants and toddlers to play with a wide variety of safe toys and objects.   |          |     |                      |         |     |          |
| (i) Infants and toddlers shall be taken outdoors for part of each day except during inclement weather or when this is not advisable for health reasons.   |          |     |                      |         |     |          |
| * (j) Equipment shall be provided to take infants and toddlers out-of-doors for a walk.   |          |     |                      |         |     |          |
| * (k) An adult-size rocking chair or other adult size chair shall be provided for each child care worker for the purpose of holding and rocking children.   |          |     |                      |         |     |          |
| <b>(3) FEEDING.</b> (a) Child care workers shall do all of the following:   |          |     |                      |         |     |          |
| 1. Feed each infant and each toddler on the child's own feeding schedule.   |          |     |                      |         |     |          |
| 2. Ensure that food and formula brought from home are labeled with the child's name and dated, and are refrigerated if required.  |          |     |                      |         |     |          |
| 3. Ensure that formula prepared by the center is of the commercial, iron-enriched type and mixed according to the manufacturer's directions.  |          |     |                      |         |     |          |
| 4. Except as provided in subd. 6., provide formula or breast milk to all children under 12 months of age.   |          |     |                      |         |     |          |
| 6. Provide a type of milk other than a type under subd. 4., or a milk substitute, only on the written direction of the child's physician.   |          |     |                      |         |     |          |
| 7. Discard leftover milk or formula after each feeding and rinse bottles after use.   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.09(3)(a)8.</b>   |          |     |                      |         |     |          |
| 8. Offer drinking water to infants and toddlers several times daily.   |          |     |                      |         |     |          |
| 9. Hold a child unable to hold a bottle whenever a bottle is given. Bottles may not be propped.  |          |     |                      |         |     |          |
| 10. Cover, date and refrigerate commercial baby food containers which are opened and foods prepared in the center which are stored. If not used within 36 hours, leftover food shall be discarded.   |          |     |                      |         |     |          |
| * 11. Hold or place a child too young to sit in a high chair in an infant seat during feeding. Wide-based high chairs, hook-on chairs or infant seats with safety straps shall be provided for children who are not developmentally able to sit at tables and chairs.  |          |     |                      |         |     |          |
| * 12. Encourage children to experiment with self-feeding with their hands and spoons. Eating utensils and cups shall be scaled to the size and developmental level of the children.  |          |     |                      |         |     |          |
| 13. Offer a variety of nourishing foods to each child, such as cereal, vegetables, fruit, egg yolks and meat, according to the child's developmental level and the parent's feeding schedule.  |          |     |                      |         |     |          |
| 14. Refrain from feeding a child directly from commercial food containers.   |          |     |                      |         |     |          |
| 15. Refrain from heating breast milk in a microwave oven.  |          |     |                      |         |     |          |
| * (b) Procedures for heating infant formula, milk and food in a microwave oven shall be posted near the microwave oven. Child care workers shall follow the posted procedures for heating food, milk and formula.  |          |     |                      |         |     |          |
| <b>(4) DIAPERING AND TOILETING.</b> (a) Child care workers shall do all of the following:  |          |     |                      |         |     |          |
| 1. Plan toilet training in cooperation with the parent so that a child's toilet routine is consistent between the center and the child's home, except that no routine attempts may be made to toilet train a child under 18 months of age.   |          |     |                      |         |     |          |
| 2. Change wet or soiled diapers and clothing promptly.   |          |     |                      |         |     |          |
| * 3. Change each child on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use with a chlorine bleach solution of one tablespoon bleach to one quart of water, made fresh daily. (Acceptable quaternary ammonias - benzalkonium chloride, dimethyl benzyl ammonium chloride, and dodecyl dimethyl ammonium chloride.) |          |     |                      |         |     |          |
| * 4. If the diapering surface is above floor level, provide a barrier or restraint to prevent falling. A child may not be left unattended on the diapering surface.  |          |     |                      |         |     |          |
| * 5. Place disposable soiled diapers and gloves, if used, in a plastic-lined, foot-activated, covered container immediately.   |          |     |                      |         |     |          |
| * 6. Place parent-supplied soiled cloth diapers in labeled plastic bags which are kept separate from other clothing.   |          |     |                      |         |     |          |
| 7. Place center-supplied soiled cloth diapers in a plastic lined covered container for washing by a commercial diaper service.   |          |     |                      |         |     |          |
| 8. Remove soiled diapers from containers as needed but at least daily for washing or disposal. Containers shall be washed and disinfected daily.   |          |     |                      |         |     |          |
| 9. Wash hands with soap and running water before and after each diapering or assistance with toileting routines. For children under one year, hands may be washed with soap and a fabric or paper washcloth.   |          |     |                      |         |     |          |
| 10. Apply lotions, powders or salves to a child during diapering only at the specific written direction of the child's parent or the child's physician. The directions shall be recorded and posted in the diapering area.   |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.09(4)(a)11.</b>  |          |     |                      |         |     |          |
| 11. Wash the child's diaper area before each diapering with a disposable or fabric towel used only once.   |          |     |                      |         |     |          |
| * (b) Each self-contained classroom or area serving infants or toddlers who are diapered shall have a sink with hot and cold running water which is not used for food preparation or dishwashing within the room or area.  |          |     |                      |         |     |          |
| * (c) There shall be a solid barrier between the diapering area and any food preparation area.   |          |     |                      |         |     |          |
| (d) There shall be a supply of dry and clean clothing and diapers sufficient to meet the needs of all the children at the center.  |          |     |                      |         |     |          |
| <b>HFS 46.095 Exceptions and additional requirements for care of school-age children.</b>  |          |     |                      |         |     |          |
| <b>(1) APPLICABILITY.</b> This section applies to group child care centers that serve only school-age children and group child care centers that serve school-age children in groups separate from children who are under five years of age. This section does not apply to group child care centers where school-age children are served in groups with children under five years of age.                       |          |     |                      |         |     |          |
| <b>(2) EXCEPTIONS FOR GROUP CHILD CARE CENTERS SERVING ONLY SCHOOL-AGE CHILDREN.</b> All requirements under ss. HFS 46.04 to 46.08 and 46.11 apply to group child care centers serving school-age children, except for the following requirements:   |          |     |                      |         |     |          |
| (a) s. HFS 46.06(2)(b), but only in regard to protection of electrical outlets.  |          |     |                      |         |     |          |
| (b) s. HFS 46.06(8)(d) and (e), relating to shelves and storage space for clothing and personal belongings.  |          |     |                      |         |     |          |
| (c) s. HFS 46.06(11)(b)6, concerning a permanent enclosure of outdoor space. Where hazards exist, such as traffic or bodies of water, the boundaries of outdoor play space shall be made known to the children.  |          |     |                      |         |     |          |
| (d) s. HFS 46.05(1)(e)2., relating to training for assistant child care teachers.  |          |     |                      |         |     |          |
| (e) s. HFS 46.05(3)(b), relating to supervision of children, does not apply to children eight years of age and older in the building.  |          |     |                      |         |     |          |
| <b>(4) ADDITIONAL REQUIREMENTS FOR GROUP CHILD CARE CENTERS SERVING SCHOOL-AGE CHILDREN.</b> (a) <i>Supervision.</i> 1. A center serving school-age children is responsible for the health, safety and well-being of a child between the time the child arrives at the center and the time the child is released to the parent or to another activity which is specifically authorized in writing by the parent. |          |     |                      |         |     |          |
| 2. The center shall have on file an agreement, signed by the parent, which specifies the attendance schedule to be followed and authorizes the child's release to activities away from the center.   |          |     |                      |         |     |          |
| 3. School-age children eight years of age and older may be authorized by staff to participate in activities in the building away from direct supervision by center staff.  |          |     |                      |         |     |          |
| * (b) <i>Staff qualifications.</i> 1. The administrator of a center serving only school-age children shall meet the requirements in s. HFS 46.05(1)(b)2. and 3., or the requirements in s. HFS 46.05(1)(b)2., along with department-approved experience, credits or courses in elementary education, physical education, child guidance or recreation or other department-approved training.                     |          |     |                      |         |     |          |
| * 2. A center director or child care teacher of a center serving only school-age children shall meet the requirements of s. HFS 46.05(1)(c) or (d), as appropriate, or shall substitute for those requirements department-approved experience, credits or approved courses in elementary education, physical education, child guidance, recreation or other department-approved training.                        |          |     |                      |         |     |          |
| 3. Each assistant child care teacher shall have satisfactorily completed ten hours of training in the care of school-age children or equivalent as approved by the department within six months after assuming the position.   |          |     |                      |         |     |          |



| HEALTH AND FAMILY SERVICES   | Licensee |     | Licensing Specialist |         |     | COMMENTS |
|--|----------|-----|----------------------|---------|-----|----------|
|  | Met      | N/A | Met                  | Not Met | N/A |          |
| <b>46.095(4)(c)</b>  |          |     |                      |         |     |          |
| (c) <i>Program.</i> A center serving school-age children shall have a planned program which provides a change from the routine of school through provision of:   |          |     |                      |         |     |          |
| 1. Rest and quiet areas.   |          |     |                      |         |     |          |
| 2. Recreational activities, including outdoor and active play.   |          |     |                      |         |     |          |
| 3. Freedom for children to select and plan their own activities.   |          |     |                      |         |     |          |
| (d) <i>Meals and snacks.</i> 1. Children enrolled in school who are attending the center when a meal or snack is served shall be offered the meal or snack.  |          |     |                      |         |     |          |
| 2. School-age children present after school shall be served a snack.   |          |     |                      |         |     |          |
| <b>HFS 46.10 Additional requirements for night care.</b>   |          |     |                      |         |     |          |
| (1) APPLICABILITY. Group child care centers which operate during any period of time between 9:00 P.M. and 5:00 A.M. shall comply with the additional requirements of this section.   |          |     |                      |         |     |          |
| * (2) GENERAL REQUIREMENTS. (a) A center offering night care may serve no more than 20 children at any one time between 9:00 P.M. and 5:00 A.M. unless the building is equipped with emergency lighting supplied by a stand-by power source. |          |     |                      |         |     |          |
| (b) When the same premises are used for the operation of both day care and night care, the number of children during any overlapping of the day care and night care periods may not exceed the maximum licensed capacity of the center.      |          |     |                      |         |     |          |
| (c) Minimum staff-to-child ratios and group sizes as specified in s. HFS 46.05(4) shall be maintained during night care.   |          |     |                      |         |     |          |
| (d) All child care workers on duty shall remain awake, available, within call and able to respond to the needs of the children during night care.  |          |     |                      |         |     |          |
| * (e) The parent or center shall provide each child in night care with an individually labeled sleeping garment and a toothbrush.  |          |     |                      |         |     |          |
| (3) PROGRAM. (a) Child care staff shall work with a child's parent to coordinate how the child spends his or her time during night care at the center with the family's schedule.  |          |     |                      |         |     |          |
| * (b) A center offering night care shall provide a self-contained room away from sleeping children where an awake child can engage in activities.  |          |     |                      |         |     |          |
| (c) An evening and morning schedule of program activities shall be planned for the hours that children in night care are awake.  |          |     |                      |         |     |          |
| (d) School-age children shall have an opportunity to read or do schoolwork.  |          |     |                      |         |     |          |
| * (4) PREVENTIVE MEASURES. (a) Child care workers shall be given training in techniques of evacuating sleeping children in an emergency during orientation to the job.   |          |     |                      |         |     |          |
| * (b) Centers operating during hours of darkness shall provide emergency lighting, such as an operable flashlight, for each self-contained room used by children.  |          |     |                      |         |     |          |
| (5) FEEDING. (a) Breakfast shall be served to all children in care for the night, unless the parent specifies otherwise.   |          |     |                      |         |     |          |
| (b) A nighttime snack shall be available to all children in care.  |          |     |                      |         |     |          |
| (c) A child present at the time the evening meal is served shall be served the evening meal.   |          |     |                      |         |     |          |
| (6) SLEEP. (a) Children who attend the center for the evening hours but not the whole night shall have an opportunity to sleep, as needed.   |          |     |                      |         |     |          |
| (b) Sleep routines for individual children shall be based on information provided by the parents.  |          |     |                      |         |     |          |
| * (c) A bed, crib or cot with sheets and blankets or a sleeping bag, individual to each child, shall be provided in night care.  |          |     |                      |         |     |          |

| HEALTH AND FAMILY SERVICES  |  | Applicant |     | Licensing Specialist |         |     |
|---|--|-----------|-----|----------------------|---------|-----|
|   |  | Met       | N/A | Met                  | Not Met | N/A |
| <b>46.10(6)(d))</b>   |  |           |     |                      |         |     |
| * (d) The center shall maintain a supply of extra sleeping garments and bedding for emergencies and accidents.  |  |           |     |                      |         |     |
| * (e) Children under two years of age in night care shall sleep in cribs.   |  |           |     |                      |         |     |
| <b>46.12 Complaints, inspections and enforcements.</b>  |  |           |     |                      |         |     |
| <b>(1)(b)</b> The licensee may not discharge an employee because that employee has reported violations of this chapter to the licensing representative. |  |           |     |                      |         |     |

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**SIGNATURE** – Center Representative

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 Date Signed